

reece

irrigation

Irrigation Planner User Guide

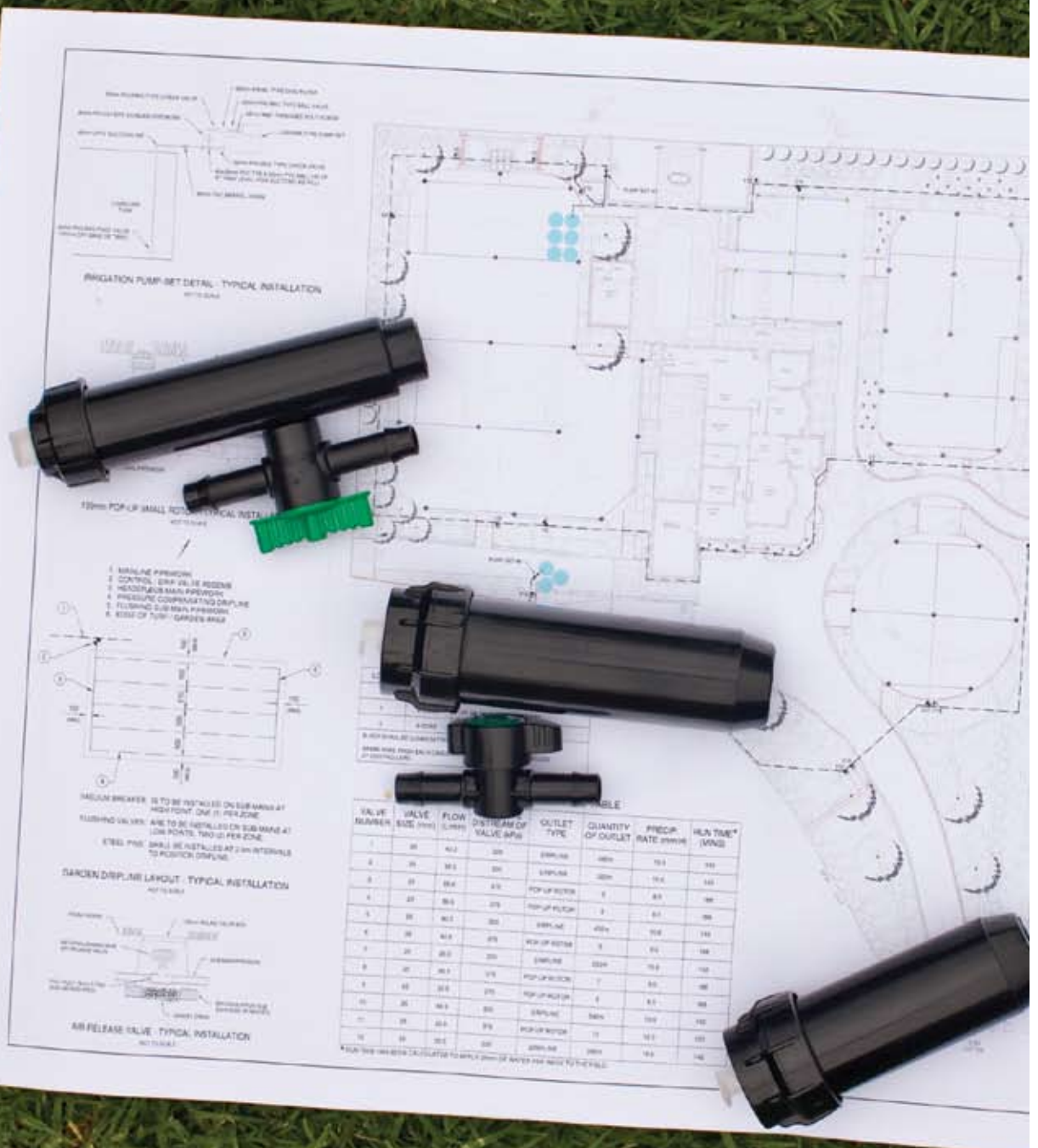


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Irrigation Planner User Guide

Overview

Introduction

This document has been created to assist with the On Line Irrigation Planner. It provides information on how to create a plan, as well as how to provide the relevant details required by the Design Team to prepare a well designed, uniform and efficient watering system for you.

This guide covers a number of areas, including:

- Registration and sign in
 - Obtaining site information
 - Submitting a completed plan
 - Working with an existing imported drawing
 - Creating a plan from scratch
 - How to track your project or quote
 - Options for your 'My Projects' page
-

Irrigation Planner Users

Users

The Irrigation Planner has been designed to be used by two key groups, Professionals and Home Owners, defined as:

User	Definition
Professionals	A contractor who installs irrigation systems as either: • Core business • Part of the business (i.e. Landscaper, Grower, Local Shire/Council)
Homeowners	The proposed irrigation system is for their own home and they intend to either: • Complete and install the system themselves • Have control over the proposed irrigation system and engage the services of a professional contractor to install the system only. Note: All Reece Irrigation Branches can assist users with potential contractors for this process.

Registration, Sign In and Sign Out

Introduction To access the My Projects page and submit plans, users first need to register. You do not need to register and sign-in immediately. You may first familiarise yourself with the Irrigation Planner.

User Guide For instructions on how to use the Irrigation Planner, the user can download the Irrigation Planner User Guide. To download, click 'Downloading the Irrigation Planner User Guide'.

The screenshot shows the 'Irrigation Planner' website. The header is green with the title 'Irrigation Planner'. Below the header is a large green banner with a close-up image of a leaf with water droplets. To the right of the banner is a 'Returning Users' section with fields for 'Email' and 'Password', a 'Forgot password?' link, and a 'Sign In' button. Below that is a 'New Users' section with a 'Click here to register' button. The main content area has a heading 'Here's what to do' followed by three numbered steps: 1. 'Provide your project layout' with a 'View an example layout' link and a small image of a layout; 2. 'Answer a few questions' with a link to an 'instruction sheet'; 3. 'We'll do the rest' with a 'View an example irrigation plan' link and a small image of a plan. At the bottom are two buttons: 'Get Started Professional' and 'Get Started Homeowner'. On the right side, there is a video player with a play button and a caption 'See a demo of our online drawing tool'. Below the video player is a section titled 'Download the Irrigation Planner User Guide' with a small image of the guide. At the bottom right, there is a section titled 'Water Restriction and Rebates' with a link to 'http://www.savewater.com.au'. A callout box points to the 'Download the Irrigation Planner User Guide' section with the text 'Click to download the Irrigation Planner User Guide'. A 'Disclaimer' link is visible at the bottom right.

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Registration, Sign In and Sign Out continued

Using the Planner Before Registration

To become familiar with the Irrigation Planner without registering, enter the site as either a **Professional** or a **Home Owner**.

Note: Before submitting any plans you must be registered.

The screenshot shows the Irrigation Planner homepage. On the right, there are login fields for 'Returning Users' (Email and Password) and a 'Sign In' button. Below that is a 'New Users' section with a 'Click here to register' button. The main content area has a green header with the title 'Irrigation Planner' and a large image of a green leaf with water droplets. Below the header, there is a paragraph about the tool's purpose and a section titled 'Here's what to do' with three numbered steps: 1. Provide your project layout, 2. Answer a few questions, and 3. We'll do the rest. Each step has a brief description and a 'View an example' link. At the bottom, there are two buttons: 'Get Started Professional' and 'Get Started Homeowner'. Two callout boxes point to these buttons: one on the left says 'Click here to enter as a Professional' and one on the right says 'Click here to enter as a Homeowner'.

Click **Draw Your Plan** to enter the On Line Planner and become familiar with the layout and tools.

The screenshot shows the 'Irrigation Planner - Homeowner' interface. It features a large image of a water sprinkler. Below the image, there is a section titled 'It's time to start planning your garden' with a paragraph about the tool's purpose. To the right, there is a 'Before you start' section with a 'Download the instruction sheet' button. The main content area is divided into three columns: 'Start from scratch', 'Work with an existing image', and 'Send us a completed plan'. Each column has a brief description and a 'Choose file' button. At the bottom, there are three buttons: 'Draw your plan', 'Import', and 'Submit'. A callout box points to the 'Draw your plan' button, saying 'Click 'Draw Your Plan' to familiarise yourself with the planner'.

When finished users will need to either:

- Complete the registration process to submit the plan, or
- Delete the plan and come back to register later.

Refer to the 'Draw a Plan From Scratch' section of this User Guide for more details on how to use the On Line Planner.

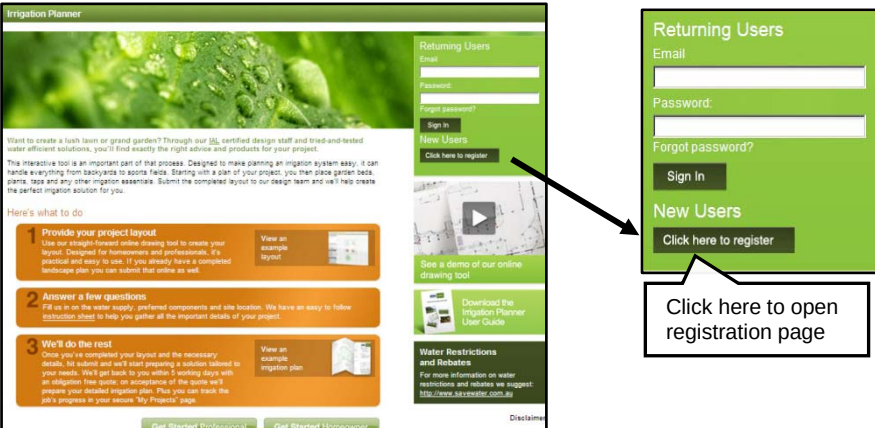
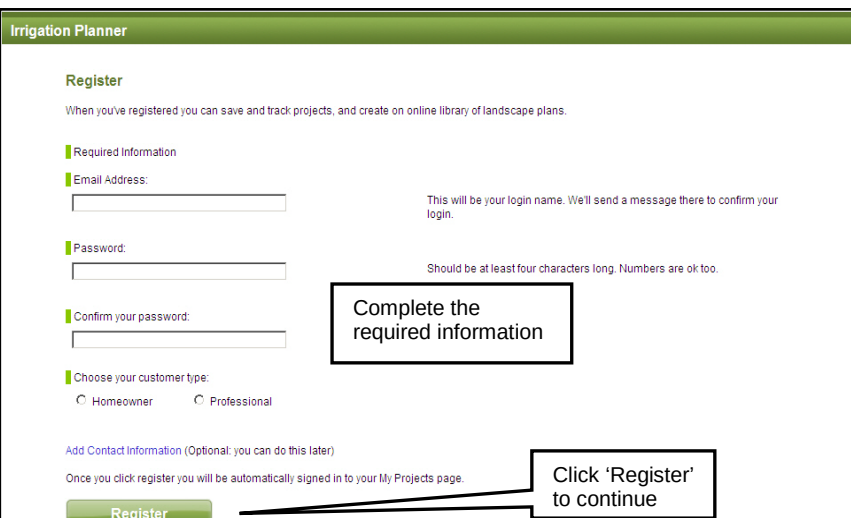
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Registration, Sign In and Sign Out and Sign Out continued

Registration

New users need to register before submitting plans, or to save plans and access them in the future through the 'My Projects' page.

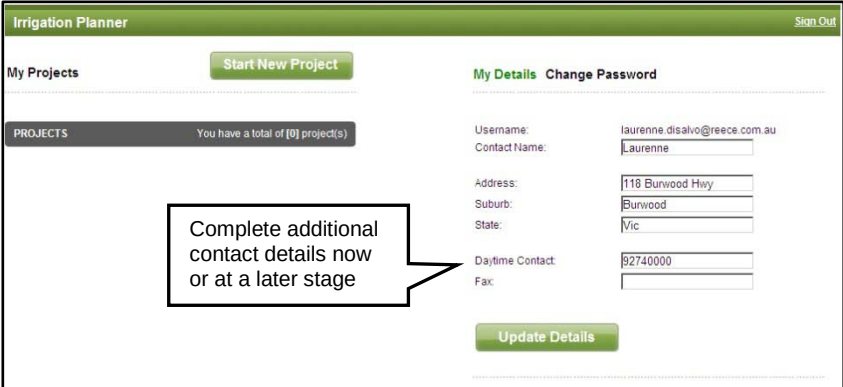
The registration process is simple. The user is required to:

Step	Action
1.	Click on Click here to register under New Users to open the Registration page  The screenshot shows the Irrigation Planner homepage. On the right side, there is a 'Returning Users' section with fields for Email and Password, and a 'Sign In' button. Below it is a 'New Users' section with a 'Click here to register' link. A callout box with an arrow points to this link, with the text 'Click here to open registration page'.
2.	Complete the required information on the registration page: 1. Enter a valid email address. 2. Enter a password • Passwords can be numbers, letters or a combination of both. • Passwords must be a minimum of 6 characters 3. Confirm your password 4. Choose your customer type: • Homeowners will be prompted to enter a contact name • Professionals will be prompted to enter a Reece Trade Account Number and Company name 5. Click on the Register button to complete the registration process and to continue to the 'My Projects' page  The screenshot shows the 'Register' page of the Irrigation Planner. It has a green header with the title 'Irrigation Planner' and a sub-header 'Register'. Below the header, there is a paragraph: 'When you've registered you can save and track projects, and create an online library of landscape plans.' The form is divided into sections: 'Required Information', 'Email Address:' (with a note 'This will be your login name. We'll send a message there to confirm your login.'), 'Password:' (with a note 'Should be at least four characters long. Numbers are ok too.'), 'Confirm your password:', and 'Choose your customer type:' with radio buttons for 'Homeowner' and 'Professional'. At the bottom, there is a 'Register' button. A callout box with an arrow points to this button, with the text 'Click 'Register' to continue'.

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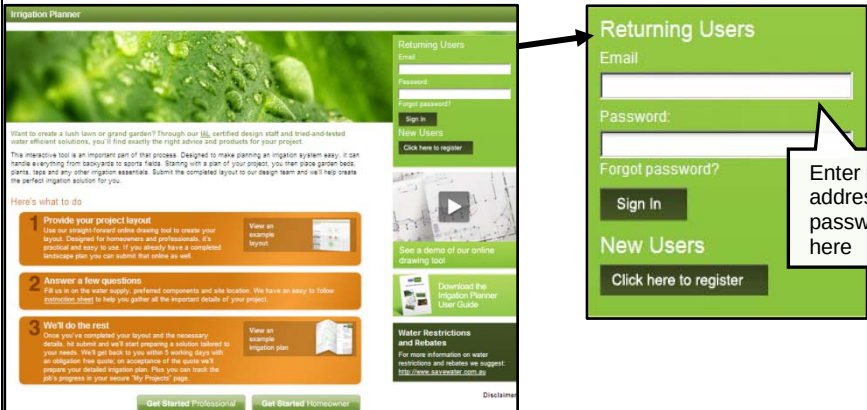
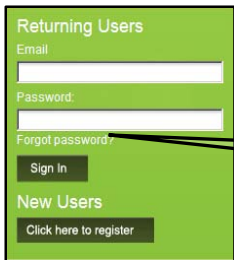
Registration, Sign In and Sign Out and Sign Out continued

Registration (continued)

Step	Action
3.	You may enter additional contact details in your 'My Projects' page now or at a later stage.  Note: Active buttons display as green. Inactive buttons display as grey. If the 'My Details' button is grey, click on 'My Details' to make the button active (green) and to open your details.

Returning Users

Once registered, users may return to the 'My Projects' page to continue working on an existing plan or to create a new plan at any time via 'Returning Users'.

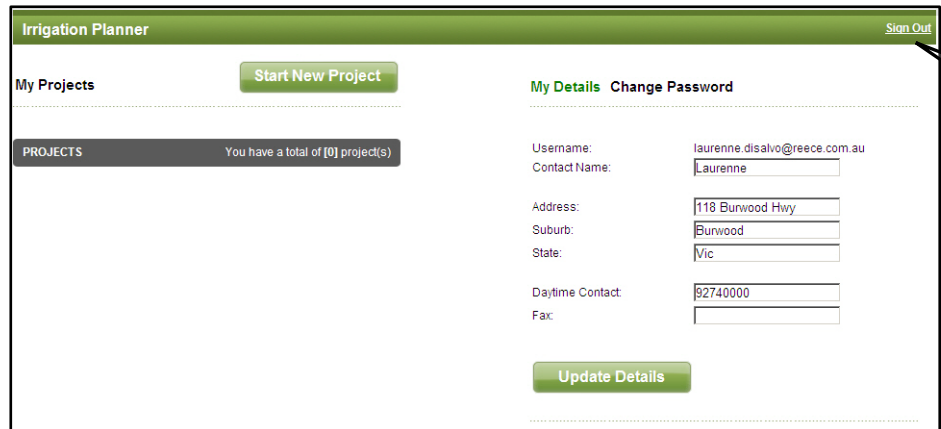
Step	Action
1.	Under 'Returning Users' enter: - Email address - Password 
2.	Click Sign In to go to the My Projects page. 

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Registration, Sign In and Sign Out continued

Signing Out

To sign out and exit your My Projects page, simply click **Sign Out**.



The screenshot shows the 'Irrigation Planner' web application. The top navigation bar is green and contains the text 'Irrigation Planner' on the left and a 'Sign Out' link on the right. Below the navigation bar, the page is divided into two main sections. The left section, titled 'My Projects', contains a green 'Start New Project' button and a 'PROJECTS' header with the text 'You have a total of [0] project(s)'. The right section, titled 'My Details' and 'Change Password', contains a form with the following fields: Username (laurenne.disalvo@reece.com.au), Contact Name (Laurenne), Address (118 Burwood Hwy), Suburb (Burwood), State (Vic), Daytime Contact (92740000), and Fax. A green 'Update Details' button is located at the bottom of the form. A callout box with the text 'Click \'Sign Out\'' has an arrow pointing to the 'Sign Out' link in the top navigation bar.

Click 'Sign Out'

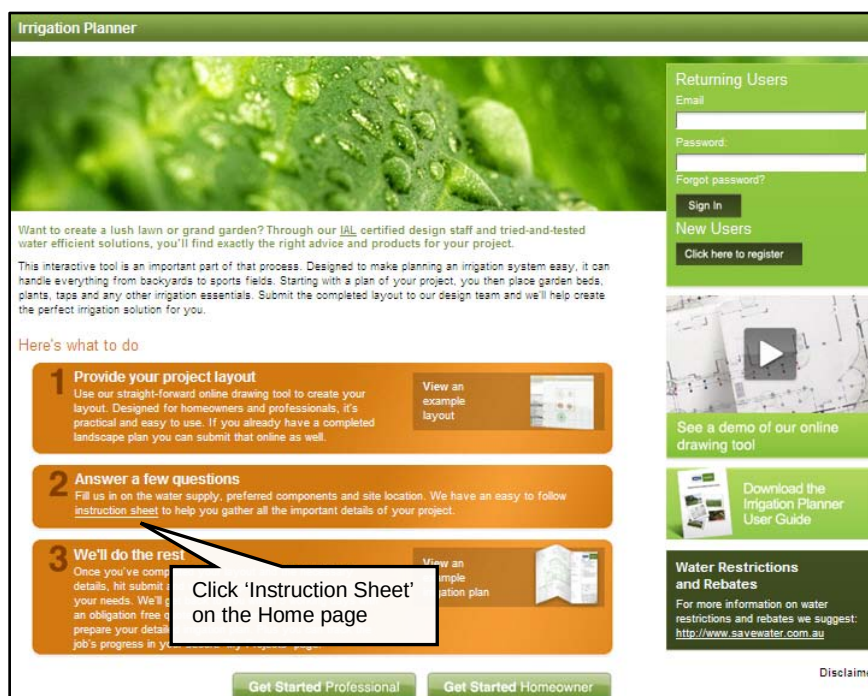
Gathering Site Information

Introduction To effectively prepare a drawing for submission, you will first need to gather some important site information.

Getting Started To assist with gathering site information, download our handy 'Before You Start' instruction sheet. Simply click to download, follow the prompts and then print to take it on site with you.



Note: The instruction sheet is also accessible from the Irrigation Planner home page.



Obtaining Site Information Tips

Here are some handy tips to assist you to gather relevant site information:

- Always work from a fixed point of reference with known 90° angles, such as a house or shed
- Initial drawings (when on-site) do not have to be to scale until you reproduce them on the on line planner.

Note: they must have measurements marked on each line, as well as additional measurements showing the spacing between structures. E.g. Distance across a lawn area to a building

Note: Drawings created within the On Line Planner must be to scale.

Submitting a Completed Plan

Introduction

If the user has a full landscape plan of a project, the file can be attached and sent to our Design Team to be used to create a detailed quotation.

This option would be ideal for:

- Professional Contractors who install irrigation systems and who are in constant contact with Councils for tender applications
- Landscape Architects with pre-prepared plans for clients who require an irrigation system in conjunction with their Landscape works

Valid Files for Import

Our Design Team can work with many different file types, covering a large range of software programs, including Adobe, Autocad and Microsoft Office.

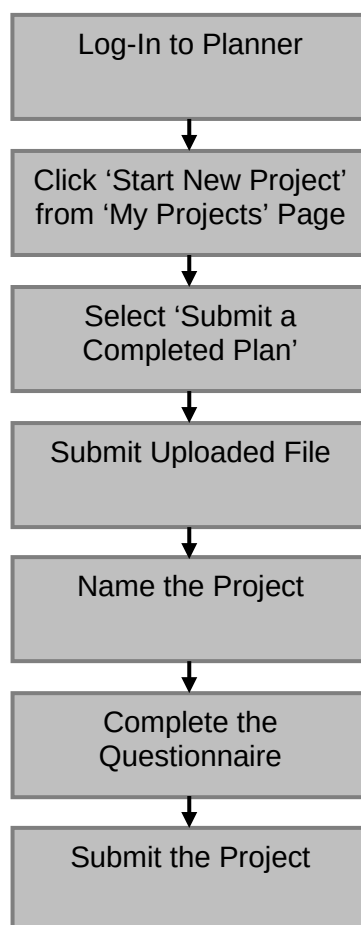
To ensure the easy transfer of files, ensure plans are saved as one of the following file types:

.bmp	.jpeg	.doc	.docx	.gcd	.zip
.dwg	.dxf	.gif	.jpg	.vcd	.xls
.pcx	.pdf	.tif	.txt	.wmf	.xlsx

Note: There is a 5mb limit on the file size that can be imported at this stage.

Flow Chart

The flow chart below illustrates the key steps in submitting a completed plan:

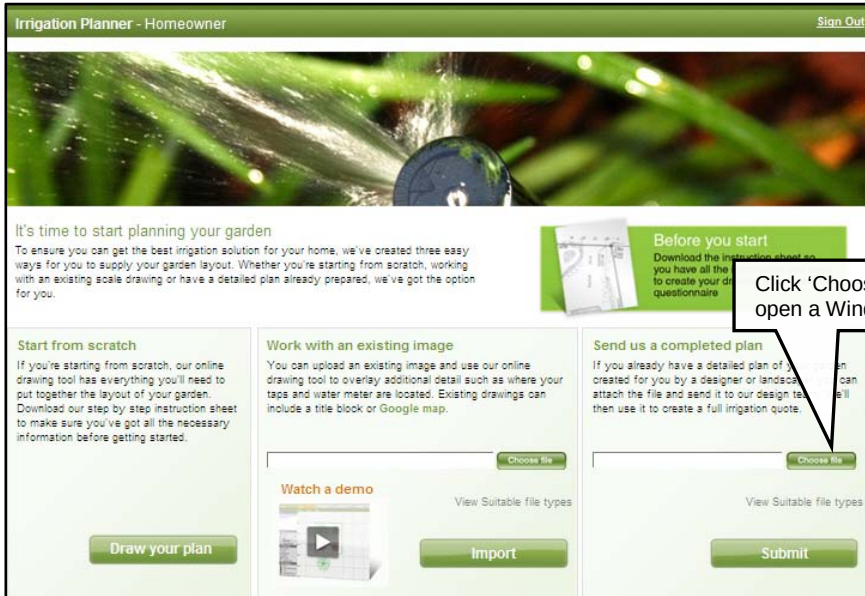


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Submitting a Completed Plan continued

Submitting a Completed Plan

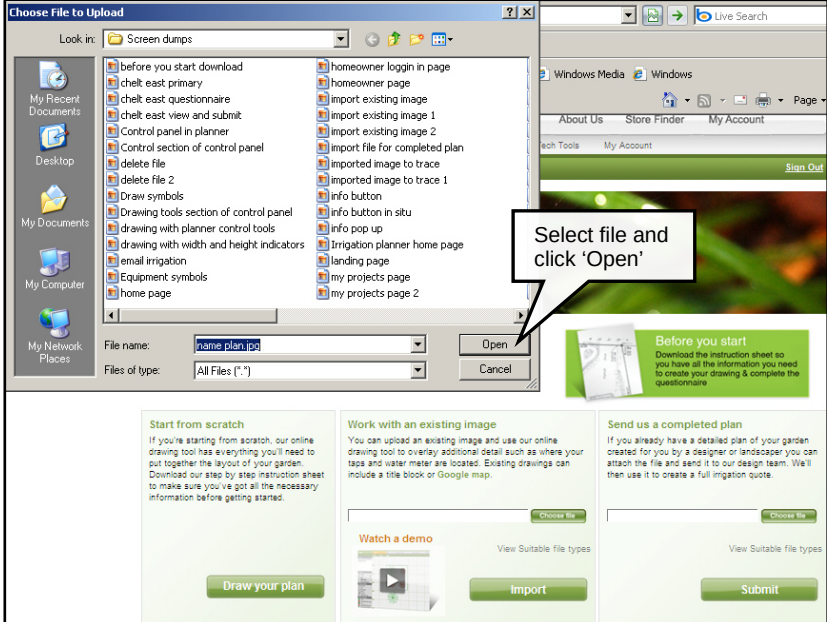
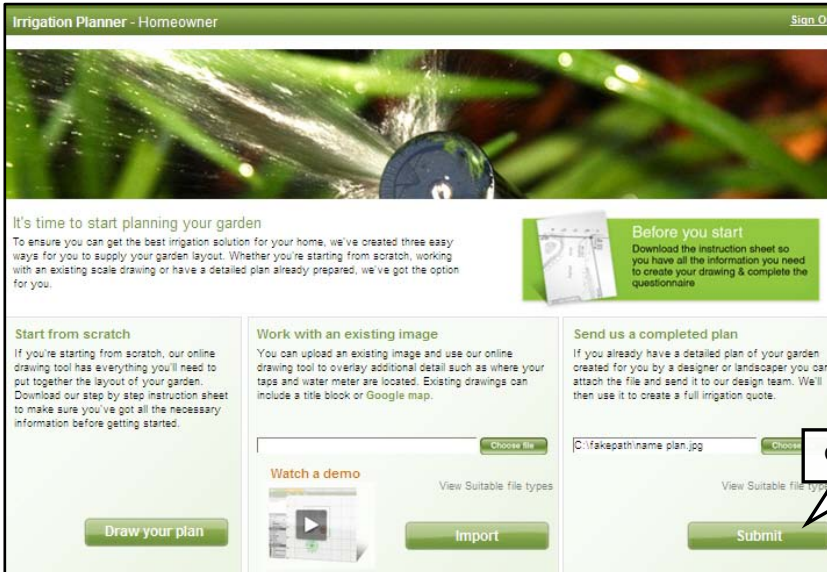
For detailed instructions on how to submit a completed plan, follow the steps below:

Step	Action
1.	Ensure you have signed into the On Line Planner as a returning user. Note: If using the planner for the first time you will need to register. Refer to the Registration and Sign In section of this user guide for assistance.
2.	Click on Start New Project from your My Projects screen. 
3.	Locate the Submit a Completed Plan box on your Home screen (either Professional or Homeowner) and click Choose File.  This will open a Windows box where you can select your file.

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Submitting a Completed Plan continued

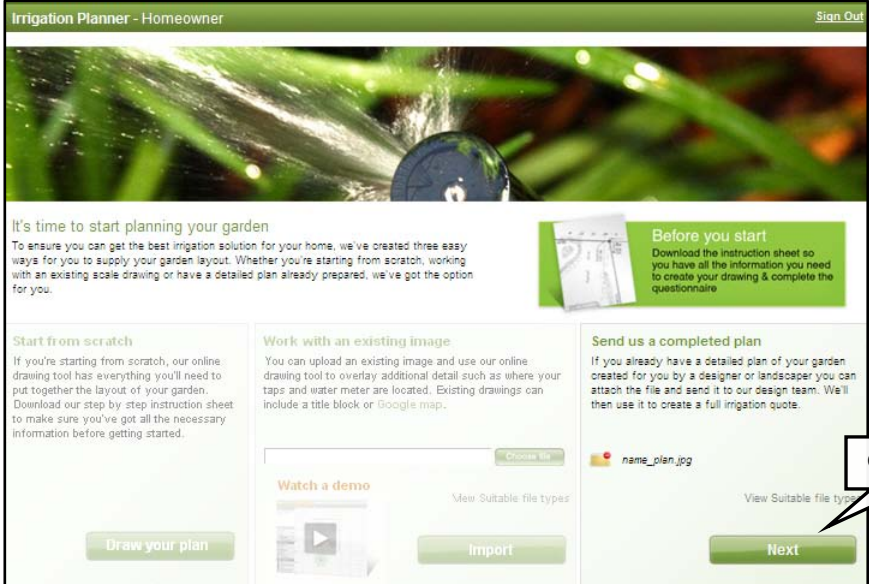
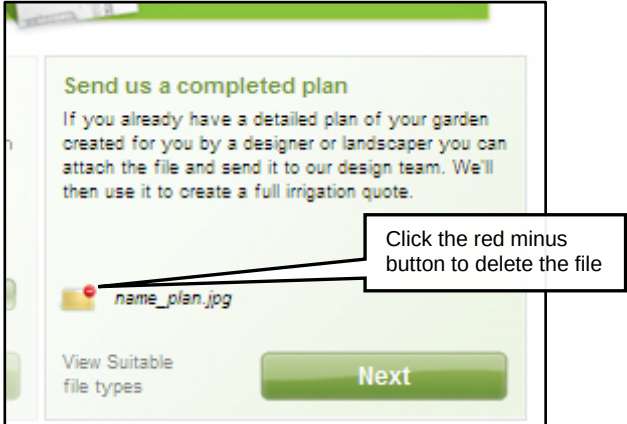
Submitting a Completed Plan (continued)

Step	Action
4.	Select the file you wish to upload and then click Open. 
5.	Click Submit to upload the file. 

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Submitting a Completed Plan continued

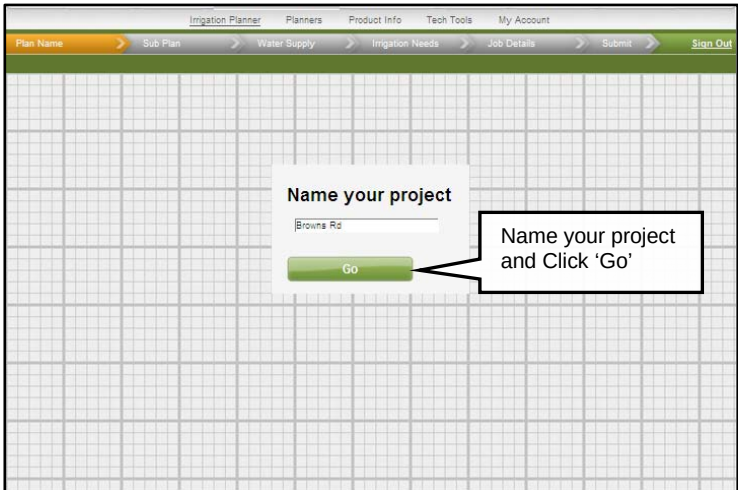
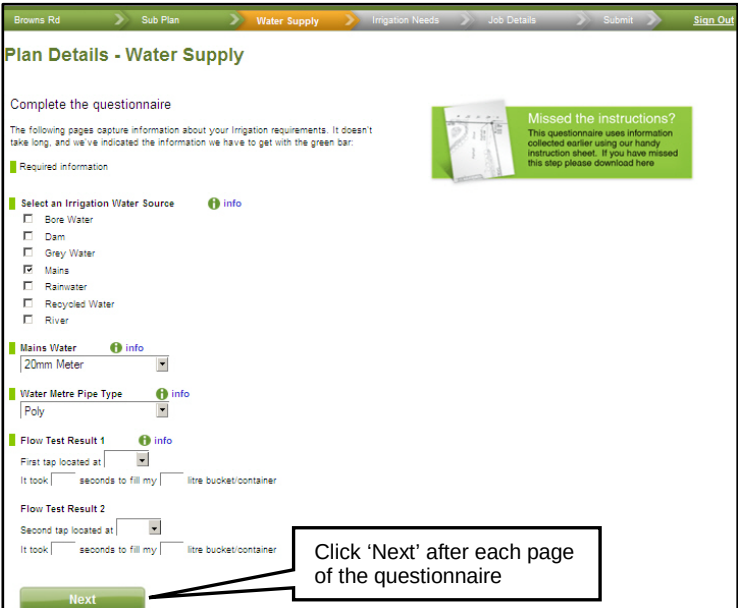
Submitting a Completed Plan (continued)

Step	Action
6.	Click Next to continue. Your uploaded file will be visible in the Submit a Completed Plan box.  Note: If you have uploaded an incorrect file, you can delete it by clicking the red minus button next to the uploaded file. 

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Submitting a Completed Plan continued

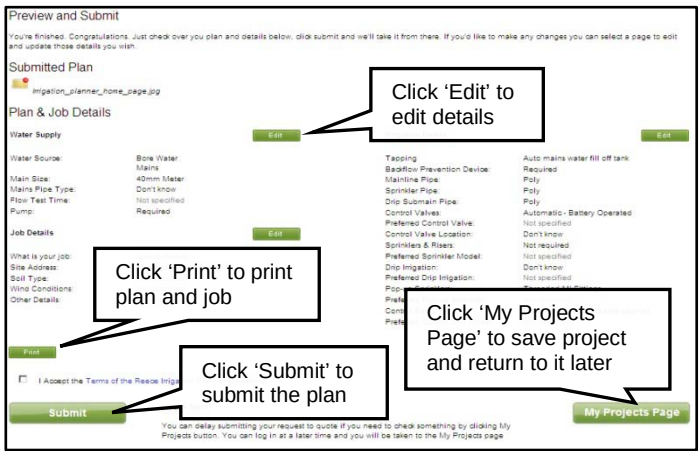
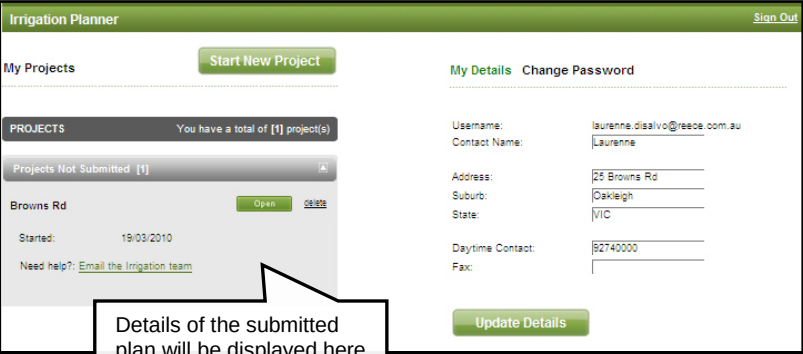
Submitting a Completed Plan (continued)

Step	Action
7.	Name the project and click Go The project name may consist of a: • Street address • Suburb • Job number The project name will provide the user and the Design Team with a specific name for the project and will help you to track multiple projects on the My Projects page in the future. 
8.	Complete each page of the questionnaire. You will need to click Next at the bottom of each page. Refer to the Completing the Questionnaire section for more details. 

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Submitting a Completed Plan continued

Submitting a Completed Plan (continued)

Step	Action
9.	Once the questionnaire is complete you can preview the job details. This provides the opportunity to: • Edit any details as required by clicking the relevant Edit • Print your plan and job details by clicking Print • Return to your My Projects page to save the file and return to it later by clicking My Projects • Submit your plan by clicking Submit  The screenshot shows the 'Preview and Submit' page. It includes a 'Submitted Plan' section with a file icon and name. Below is the 'Plan & Job Details' section, divided into 'Water Supply' and 'Job Details'. The 'Water Supply' section has fields for Water Source, Main Size, Main Pipe Type, Flow Test Time, and Pump, each with a dropdown menu and an 'Edit' button. The 'Job Details' section has fields for What is your job, Site Address, Soil Type, Wind Conditions, and Other Details, each with a dropdown menu and an 'Edit' button. At the bottom, there is a 'Print' button, a 'Submit' button, and a 'My Projects Page' button. Callouts point to these buttons with the following text: 'Click \'Edit\' to edit details' (pointing to the 'Edit' button in the Water Supply section), 'Click \'Print\' to print plan and job' (pointing to the 'Print' button), 'Click \'Submit\' to submit the plan' (pointing to the 'Submit' button), and 'Click \'My Projects Page\' to save project and return to it later' (pointing to the 'My Projects Page' button).
10.	Once submitted, the user can see on the My Projects Page that the submission was successful.  The screenshot shows the 'My Projects' page. It has a header with 'Irrigation Planner' and a 'Sign Out' link. Below the header is a 'My Projects' section with a 'Start New Project' button. Underneath, it says 'You have a total of [1] project(s)'. There is a list of projects, with one project named 'Browns Rd' highlighted. The project details show 'Started: 19/03/2010' and a link to 'Email the Irrigation team'. A callout points to the project list with the text 'Details of the submitted plan will be displayed here'. To the right of the project list is a 'My Details' section with a 'Change Password' link. It contains fields for Username, Contact Name, Address, Suburb, State, Daytime Contact, and Fax, each with a text input field. At the bottom of the 'My Details' section is an 'Update Details' button.

How to obtain an image

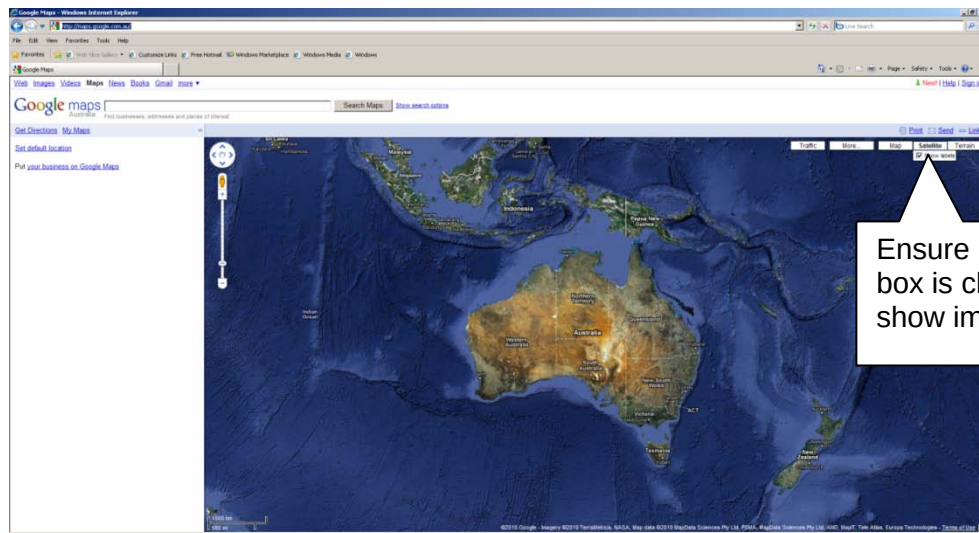
Introduction

Online mapping web pages in particular Google can help users obtain an image of their Project and then add additional drawing items such as new garden beds, lawn areas to complete a proposed plan ready for irrigation.

The method below shows how this can be achieved using the Google maps but can also be used for image software available OR a scan from your home scanner that might have a Property title and New house Site survey. These would also be useful as a starting point and then the online planner can be used to build your landscape if no garden or lawns exist.

Step 1

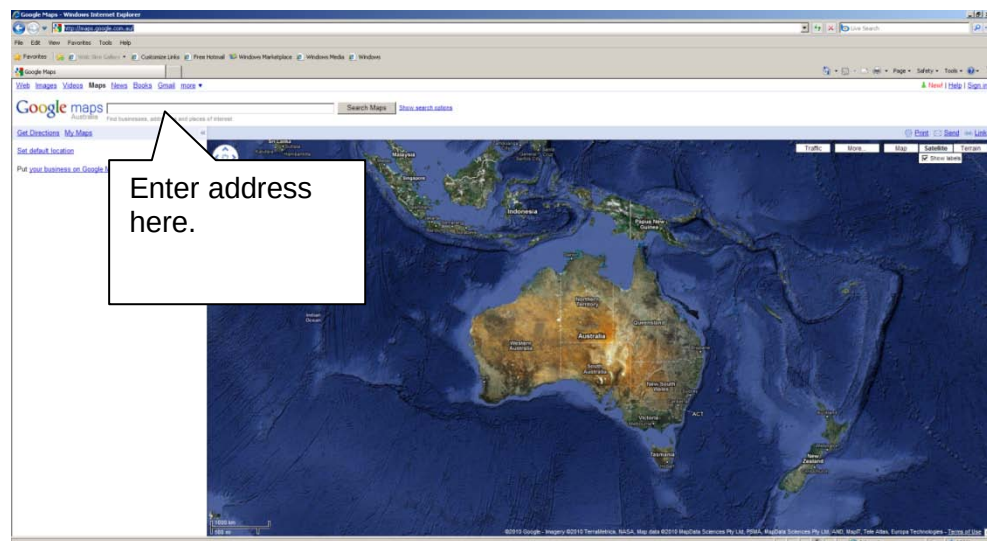
Through your internet browser find this link <http://maps.google.com.au/> to go the Google Maps page.



Please note the Satellite Box is clicked to show actual images. (The Google Maps are not always updated with any recent development or changes but can show the boundary or hard structures to use the image as a base plan and other items afterwards.

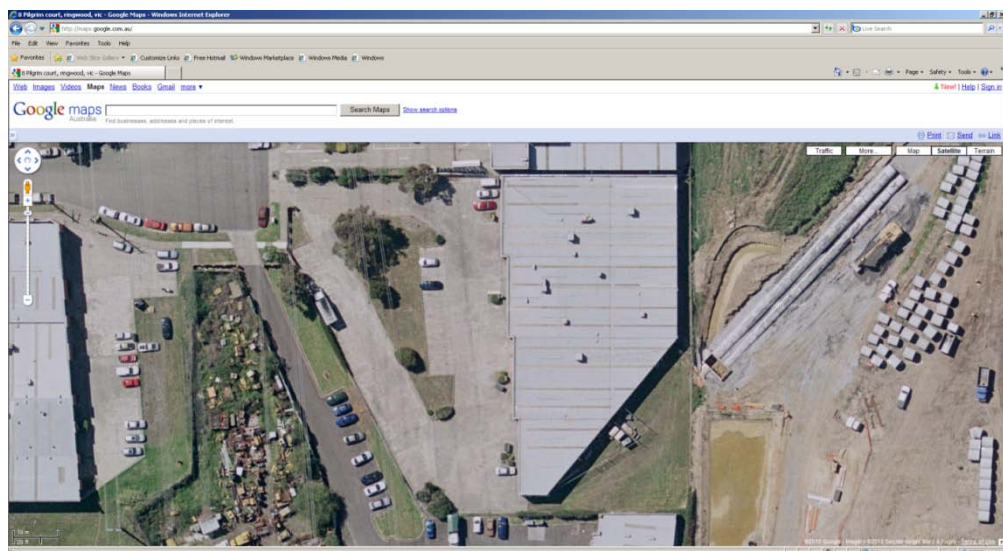
Step 2

Next type the address of the property or Project you wish to view to see if an image is clear enough to use within the online planner.



Step 3

After typing the address the Google Maps will zoom to this address if valid. You are able to zoom in and out to get as close and large as possible image of the area intended for irrigation. In the below example we have based the proposed irrigation off a commercial site that didn't have too many trees covering specifics areas for irrigation. Once you have found the property and are happy with the size, simply hit Print Screen on your keyboard. This will then copy the screenshot ready to paste into your image editing software. All PCs come with software such as Paint which can be used for this purpose, or you may have other more advanced software installed on your PC.



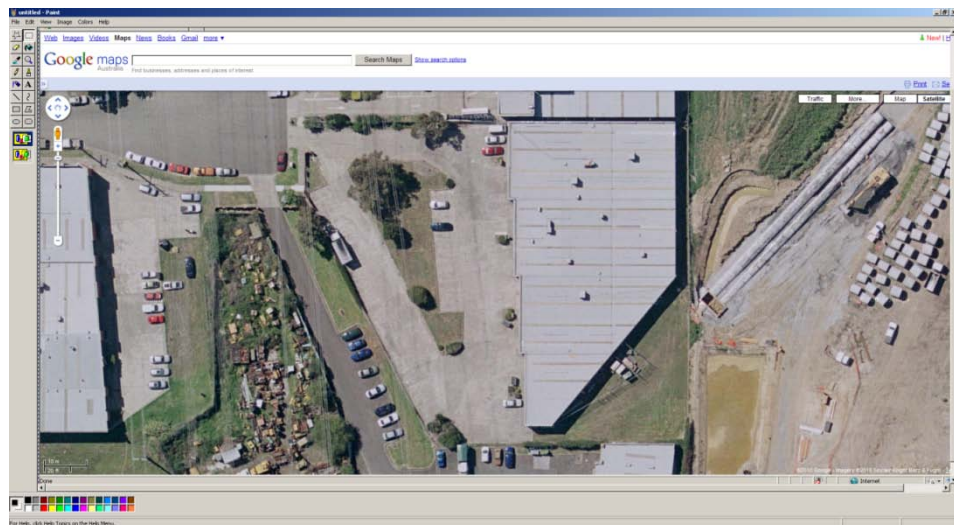
Step 4

On your windows Start Menu, locate through All Programs
>>>Accessories>>>Paint software and open up the application.



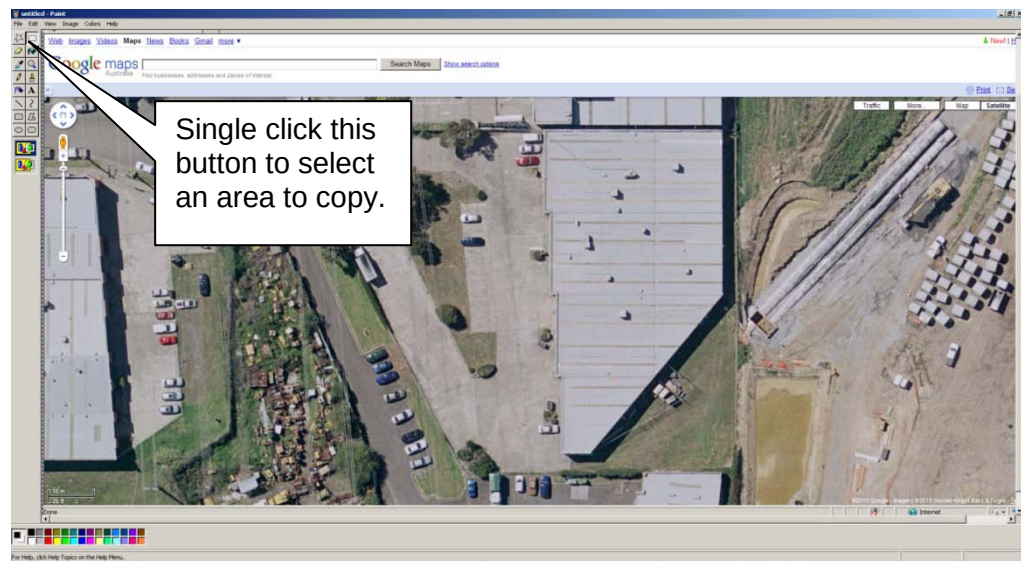
Step 5

After opening the Paint software locate through the menus Edit>>>>Paste and click. This will now paste the screenshot image from Google into the Paint Software ready for editing.



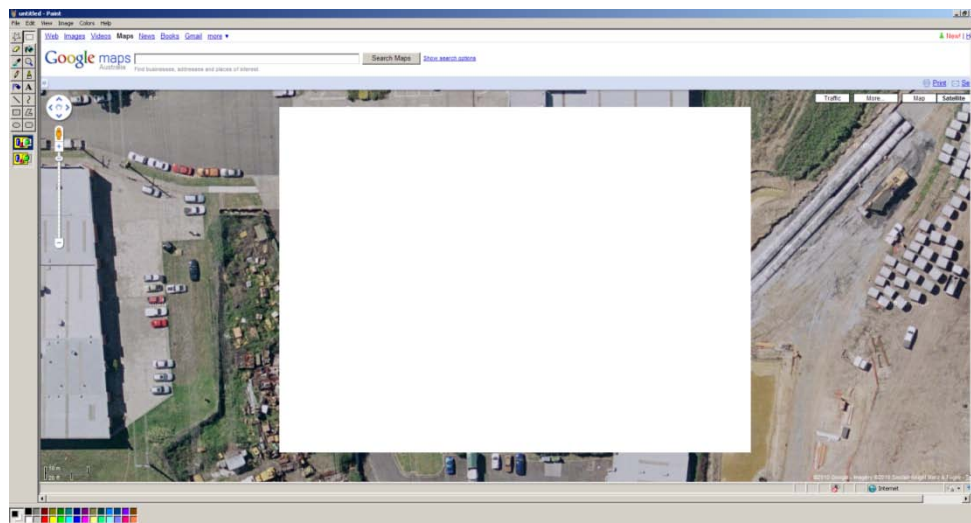
Step 6

We can edit or “crop” the image to suit the Property that we will work on. By clicking on the dotted square symbol as marked in below this will cut just the image we need to work on. Through Edit>>>>Cut this will remove the parts of the image outside the area we are most interested in.



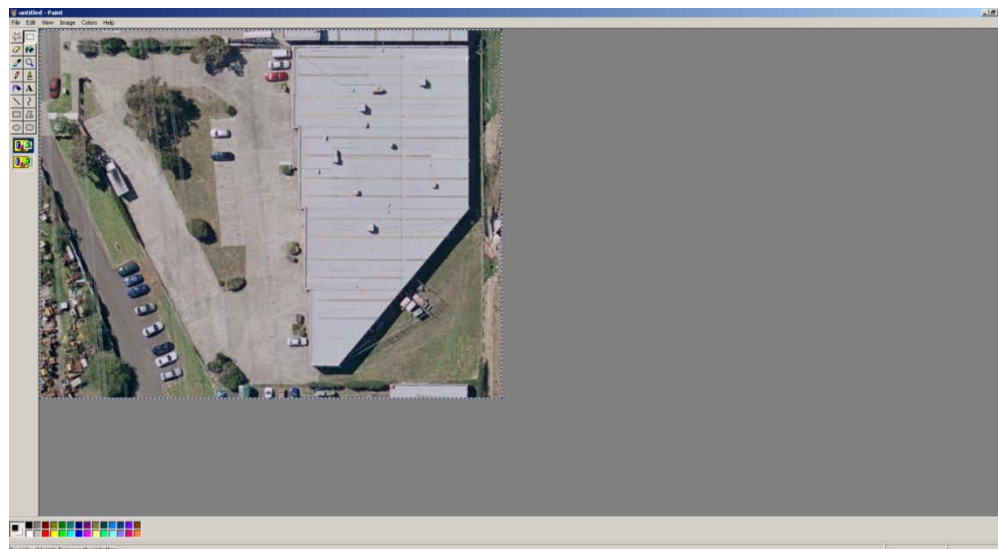
Step 7

After the image has been removed we will now go to the top menus through File>>>New (We don't need to save changes) and we get a blank screen again as though we have entered the Paint software for the first time.



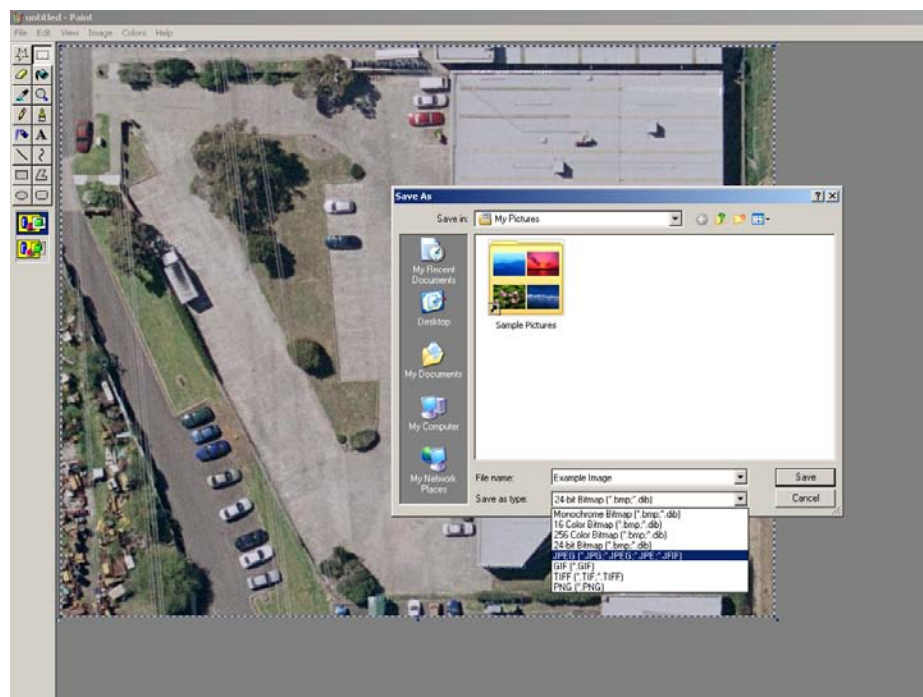
Step 8

We can now through Paint go to the top menus, click Edit and then click Paste and the “cut” image will now be inserted back into the Paint software.



Step 9

We now have the image we wish to use and can save this image ready for import into the Reece Irrigation online planner. By going to our top menus and clicking on File>>>Save As we will see the dialog box where we can simply type in the preferred filename and click the Type of file as JPEG and click Save.



Step 10

When we have visited the Site to obtain other information such controller location, power access, proposed pump and tank locations, flow rate and pressures we simply need to measure just a single line that is on the image and record with your other information. For example length of middle carpark is 30 metres. The next part of the user guide will now explain how to import this image into the online planner.

Working with an Existing Image

Introduction

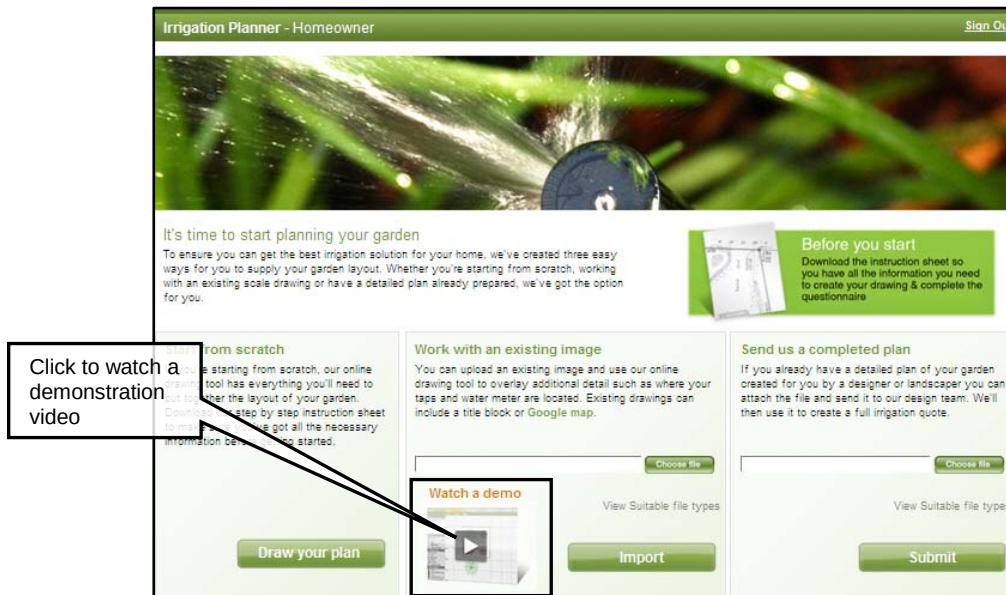
Users can import an existing image into the On Line Planner as the basis for a plan. The imported image can be re-scaled within the planner to accurately reflect known site dimensions.

The image file is used as a base plan and is then traced over to fully determine buildings, lines to mark differences between lawns and garden beds, etc.

To assist with drawing a landscape to scale, the On Line Planner has a function to import a scanned image of:

- Title block or House and Land drawings from a builder
- Google map images

Watch the demonstration video on the webpage or refer to the following instructions for more information.



Valid Files for Import

To ensure the easy transfer of files, ensure plans are saved as one of the following file types:

.png	.jpeg	.jpg	.gif
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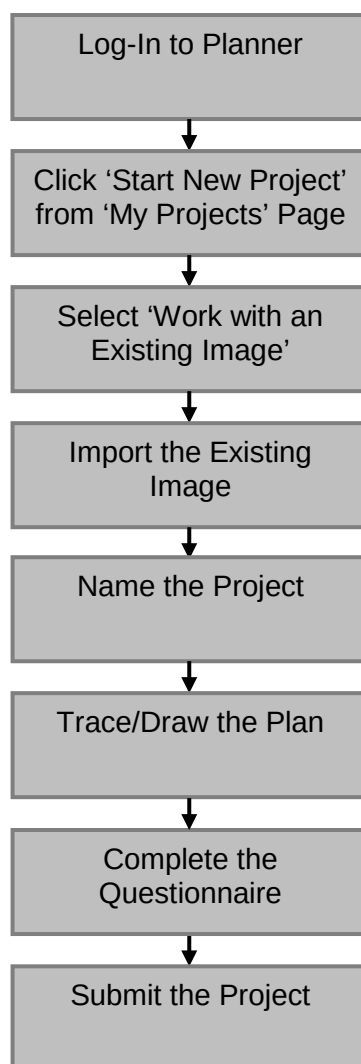
Note: There is a 5mb limit on the file size that can be imported at this stage.

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Working with an Existing Image continued

Flow Chart

The flow chart below illustrates the key steps in working with an existing image:



Working With an Existing Image

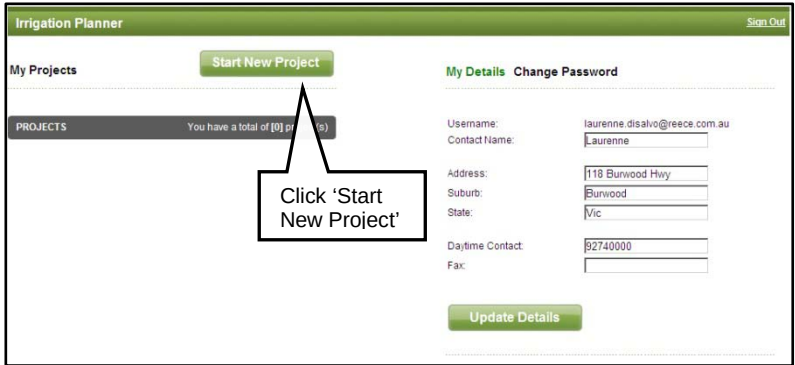
For detailed instructions on how to work with an existing image, follow the steps below:

Step	Action
1.	Ensure you have signed into the On Line Planner as a returning user. Note: If using the planner for the first time you will need to register. Refer to the Registration, Sign In and Sign Out section of this user guide for assistance.

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Working with an Existing Image continued

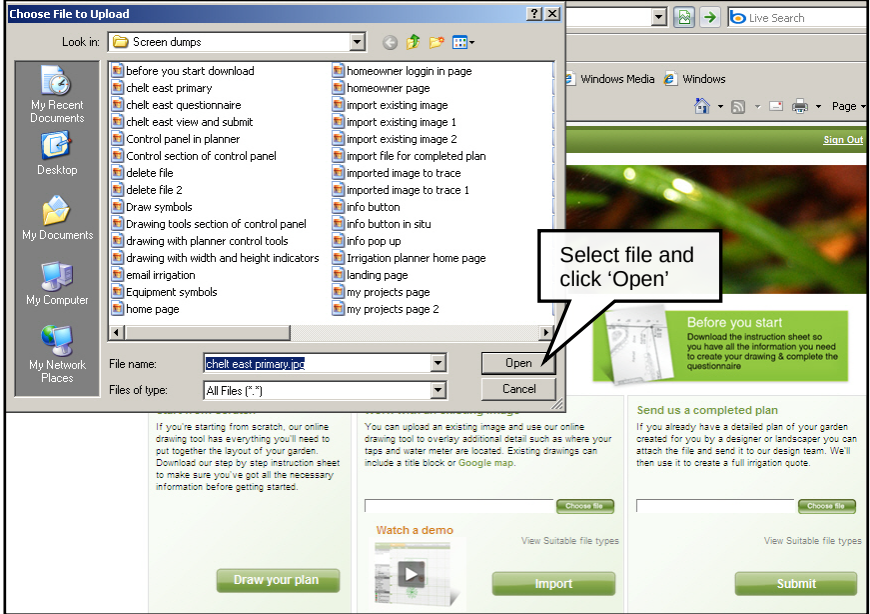
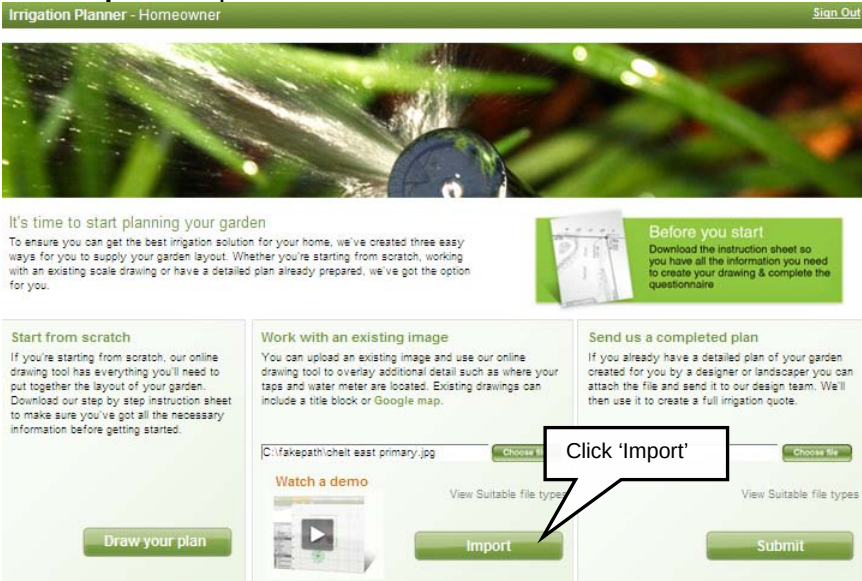
Working With an Existing Image (continued)

Step	Action
2.	Click on Start New Project from your My Projects screen. 
3.	Locate the Work with an existing image box on your Home screen (either Professional or Homeowner) and click Choose File  This will open a Windows box where you can select your file.

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Working with an Existing Image continued

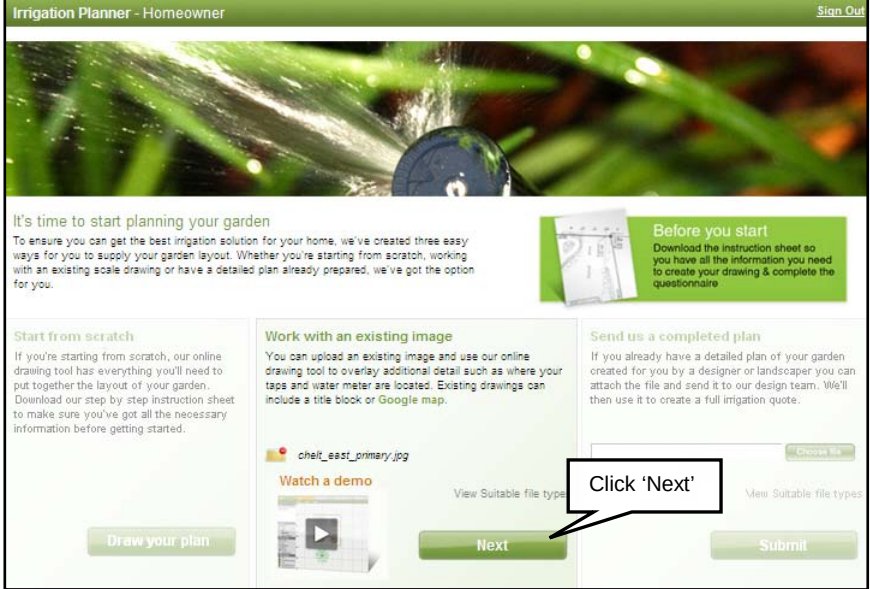
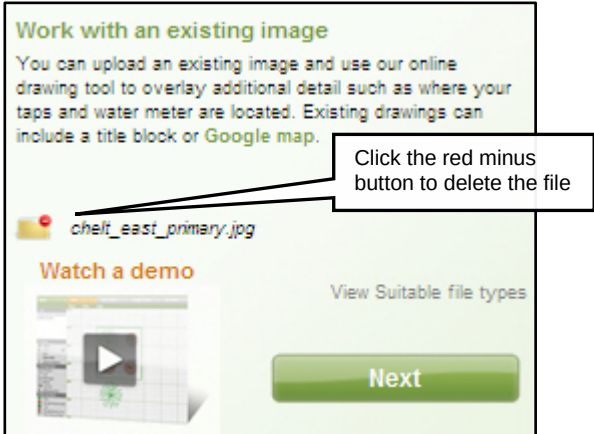
(continued)

Step	Action
4.	Select the file you wish to upload and then click Open. 
5.	Click Import to upload the file. 

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Working with an Existing Image continued

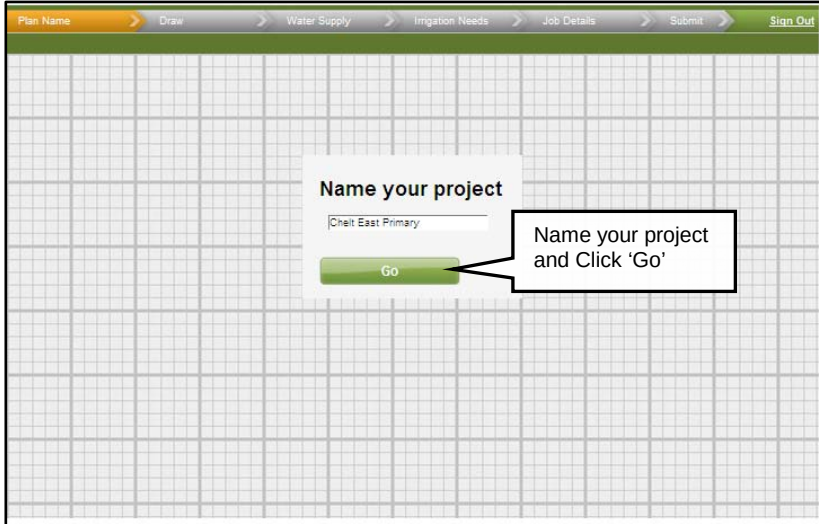
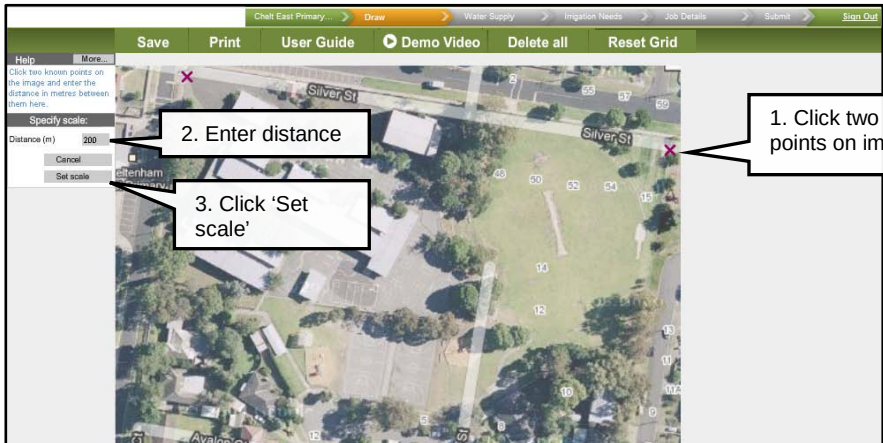
(continued)

Step	Action
6.	Click Next to continue.  Your uploaded file will be visible in the Submit a Completed Plan box. Note: If you have uploaded an incorrect file, you can delete it by clicking the red minus button next to the uploaded file. 

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Working with an Existing Image continued

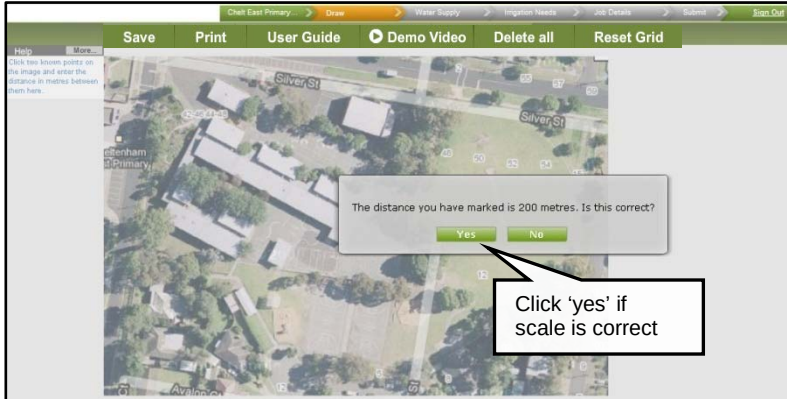
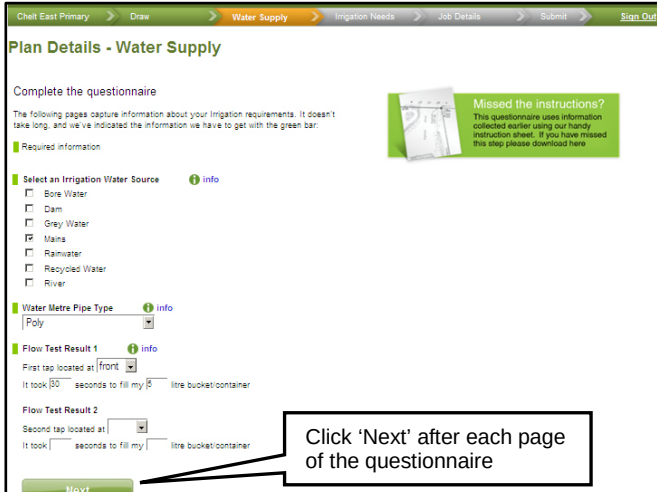
(continued)

Step	Action
7.	Name the project and click Go The project name may consist of a: • Street address • Suburb • Job number The project name will provide the user and the Design Team with a specific name for the project and will help you to track multiple projects on the My Projects page in the future. 
8.	The imported image will open in the drawing canvas. To define the scale: • Click two known points on the image (points will appear as red crosses) • Enter the distance (in metres) between the points into the box labelled Specify Scale • Click Set scale 

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Working with an Existing Image continued

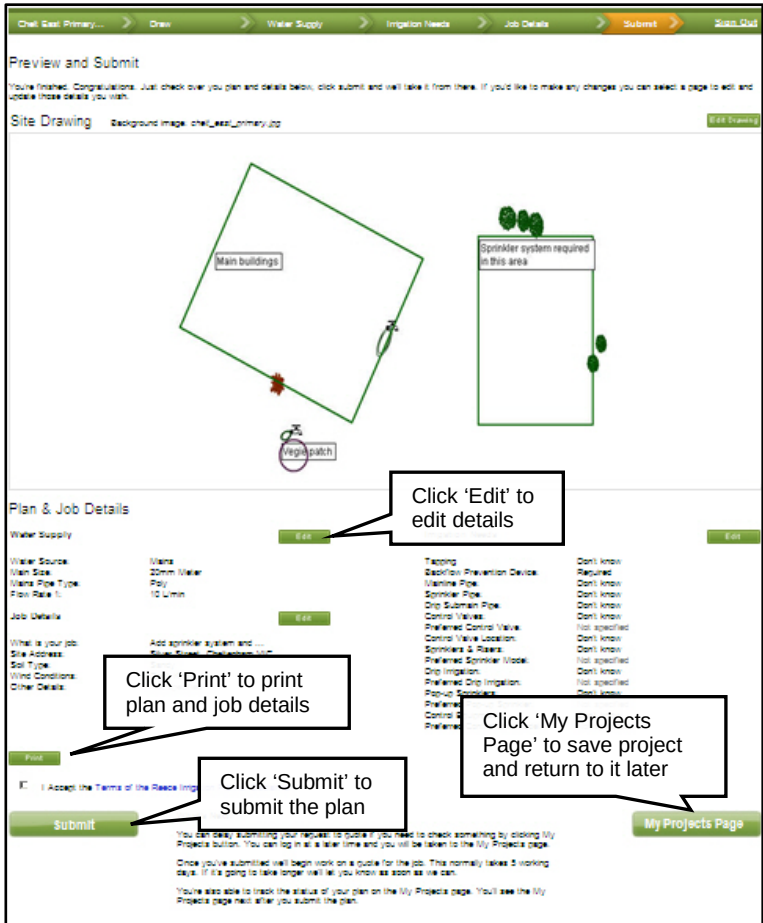
(continued)

Step	Action
9.	Confirm the scale is correct and click Yes. 
10.	The drawing tools are used to trace over the image and add details. When the plan is complete, click next. Refer to the section Drawing With the Planner for more details on how to trace and add details. 
11.	Complete each page of the questionnaire. The user will need to click Next at the bottom of each page. Refer to the Completing the Questionnaire section for more details. 

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Working with an Existing Image continued

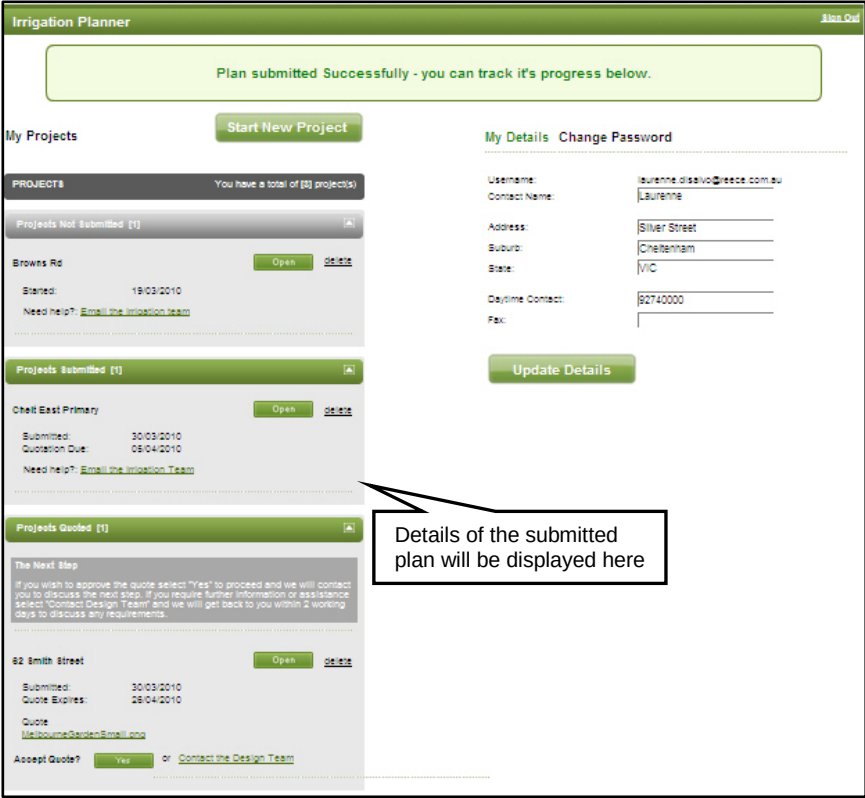
(continued)

Step	Action
12.	Once the questionnaire is complete you can preview the job details. This provides the opportunity to: • Edit any details as required by clicking the relevant Edit • Print your plan and job details by clicking Print • Return to your My Projects page to save the file and return to it later by clicking My Projects • Submit your plan by clicking Submit 

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Working with an Existing Image continued

(continued)

Step	Action
13.	Once submitted, the user can see on the My Projects Page that the submission was successful. 

Drawing a Plan from Scratch

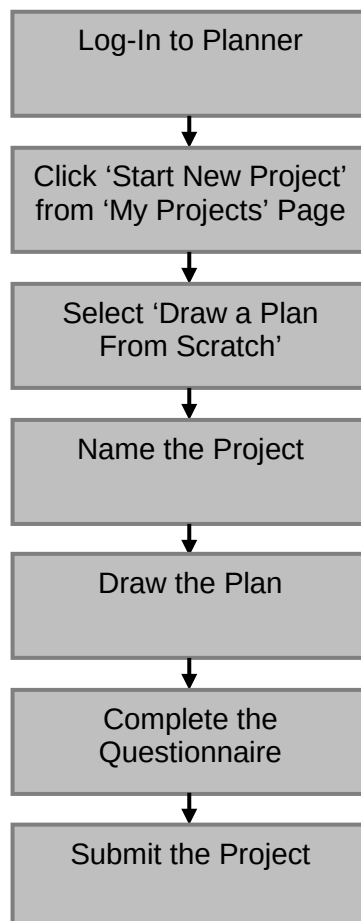
Introduction

The On Line Planner allows you to draw a plan from scratch. The Planner tools assist in preparing a plan that is in scale and of reasonable accuracy.

This section will take you through the process of drawing a plan, using the on line tools, printing and submitting the plan.

Flow Chart

The flow chart below illustrates the key steps in drawing a plan from scratch:



Draw and Submit a Plan from Scratch

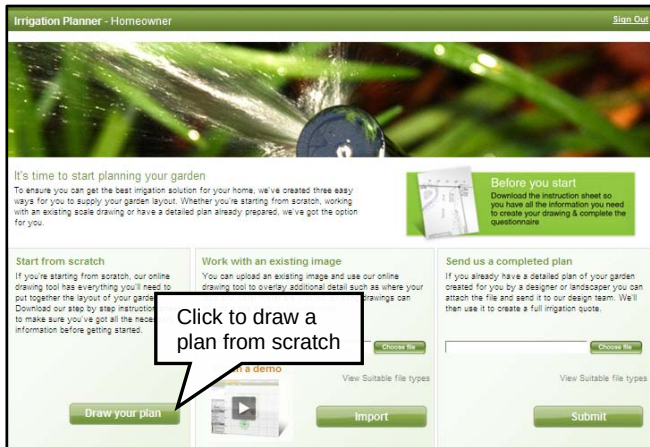
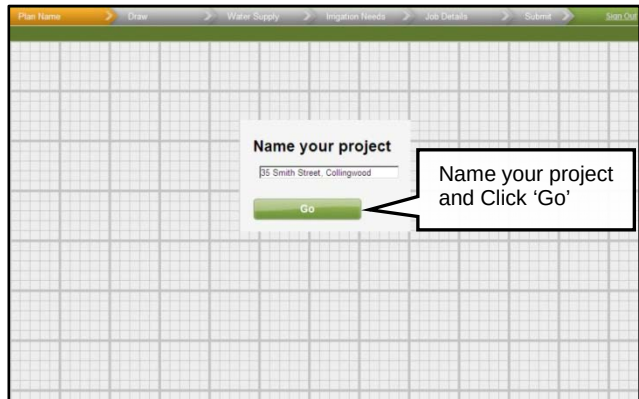
For detailed instructions on how to draw and submit a plan from scratch, follow the steps below:

Step	Action
1.	First time users are required to register with the On Line Planner. Returning users are required to sign in to the On Line Planner. Refer to the Registration, Sign In and Log Out section of this user guide for assistance. Note: The user has the option to become familiar with the On Line Planner before signing in. User can familiarise themselves with the planner and then hit Delete All before signing in and starting the project to be submitted.

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Drawing a Plan from Scratch continued

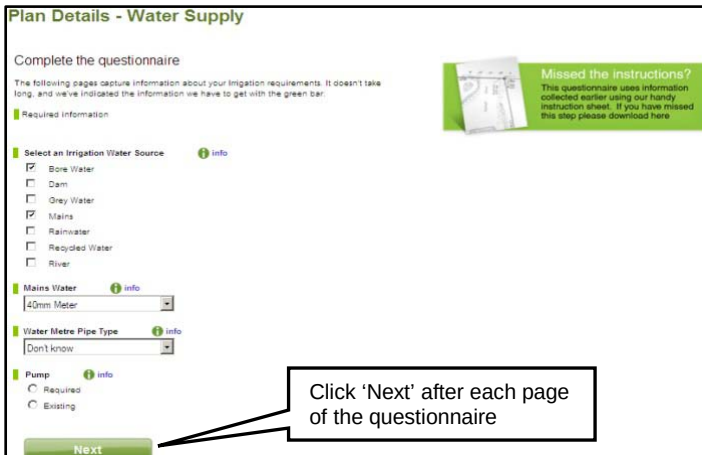
Draw and Submit a Plan from Scratch (continued)

Step	Action
2.	Click on Start New Plan on the My Projects screen. 
3.	Locate the Draw a Plan from Scratch box on the Home screen (either Professional or Homeowner) and click Draw Your Plan to open the planner. 
4.	Name your project and click Go to continue. The project name may consist of a: • Street address • Suburb • Job number The project name will provide you and the Design Team with a specific name for your project and will help you track multiple projects on your My Projects page in the future. 

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Drawing a Plan from Scratch continued

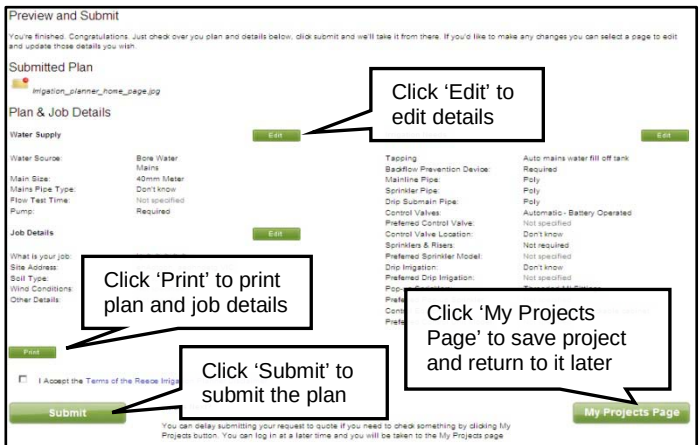
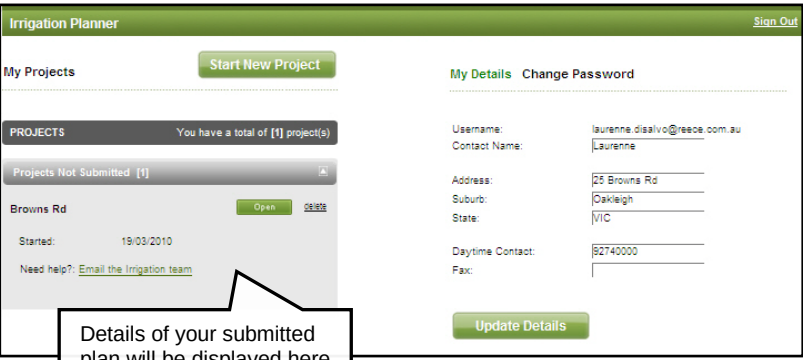
Draw and Submit a Plan from Scratch (continued)

Step	Action
5.	Complete the plan and click Next. This takes the user to the questionnaire. Refer to Drawing with the Planner for information on how to draw a plan with the drawing tools.  Note: Ensure you save your plan into the My Projects page for future reference if you are unable to complete the plan in one sitting. Refer to the Save Function section for more details.
6.	Complete each page of the questionnaire. Click Next at the bottom of each page. Refer to the Completing the Questionnaire section for more details. 

continued on next page

Drawing a Plan from Scratch continued

Draw and Submit a Plan from Scratch (continued)

Step	Action
7.	Once the questionnaire is complete, you will be able to preview your job details. You can: • Edit any details as required by clicking the relevant Edit • Print your plan and job details by clicking Print • Return to the My Projects page to save the file and return to it later by clicking My Projects • Submit the plan by clicking Submit  The screenshot shows the 'Preview and Submit' page. It includes a 'Submitted Plan' section with a file icon and name. Below is the 'Plan & Job Details' section, divided into 'Water Supply' and 'Job Details'. The 'Water Supply' section has fields for Water Source, Main Size, Main Pipe Type, Flow Test Time, and Pump, each with an 'Edit' button. The 'Job Details' section has fields for What is your job, Site Address, Soil Type, Wind Conditions, and Other Details, each with an 'Edit' button. There are also buttons for 'Print', 'Submit', and 'My Projects Page'. Callouts point to these buttons with instructions: 'Click \'Edit\' to edit details', 'Click \'Print\' to print plan and job details', 'Click \'Submit\' to submit the plan', and 'Click \'My Projects Page\' to save project and return to it later'.
8.	When you submit your plan you will be taken to your My Projects Page where you will see that your plan has been successfully submitted.  The screenshot shows the 'My Projects' page. It has a 'Start New Project' button at the top. Below is a 'PROJECTS' section with a message 'You have a total of [1] project(s)'. There is a list of projects, with one project 'Browns Rd' highlighted. The project details show 'Started: 19/03/2010' and a link to 'Email the Irrigation team'. A callout points to the project list with the text 'Details of your submitted plan will be displayed here'. On the right side, there is a 'My Details' section with fields for Username, Contact Name, Address, Suburb, State, Daytime Contact, and Fax, along with an 'Update Details' button.

Drawing with the Planner

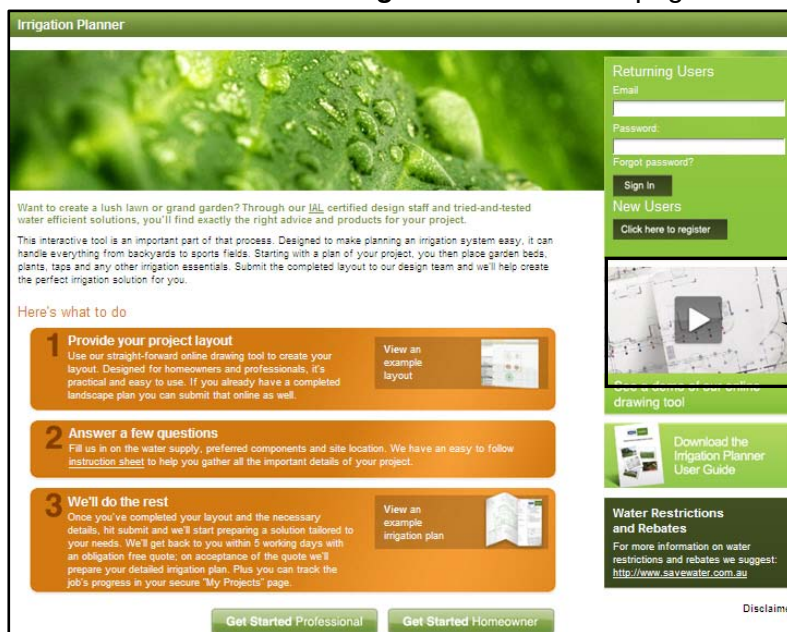
Introduction

This section outlines how to use the On Line Planner tools and functions to effectively draw a plan to scale.

The On Line Planner allows the user to provide the information the Design Team requires to prepare a detailed irrigation plan and quotation.

How to Draw Video

To view a video illustrating the drawing process and tools click on **See a Demo of our online drawing tool** on the home page **before** you log in.

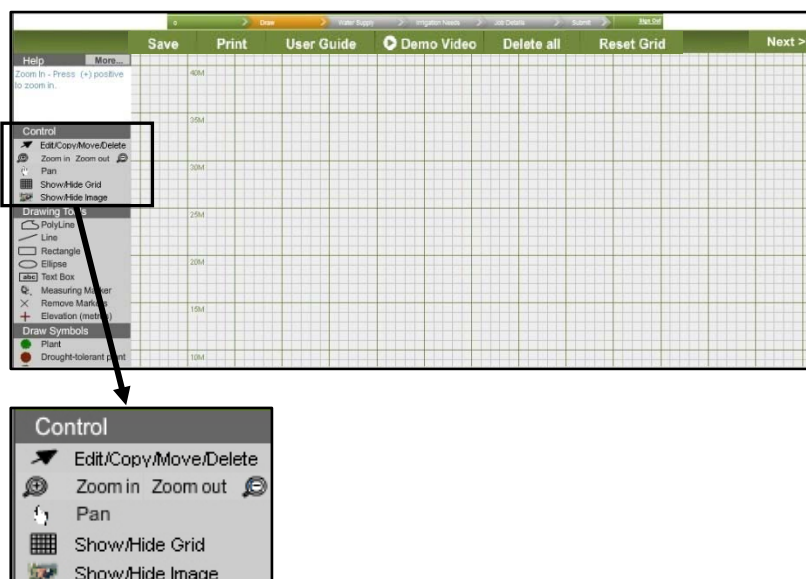


Click in this area to view 'Demo of our online drawing tool' video

Controls

The On Line Planner Control functions are used to navigate around the drawing canvas and to edit any objects you have drawn.

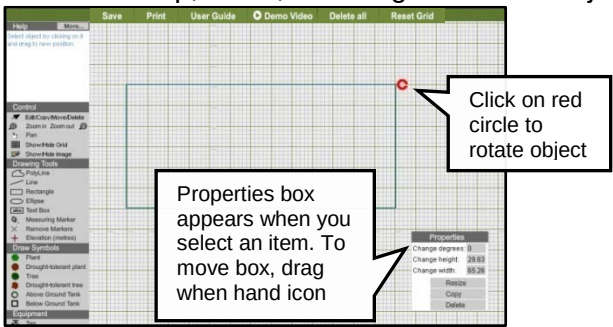
The Control functions are located in the control panel on the left hand side of the Planner screen. Details of each function are listed in the following table.



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Drawing with the Planner continued

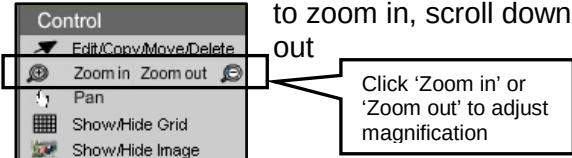
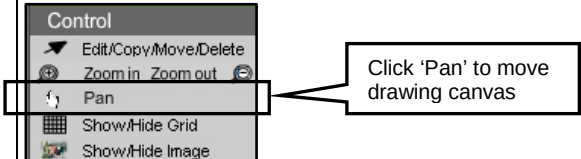
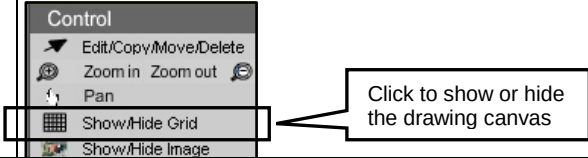
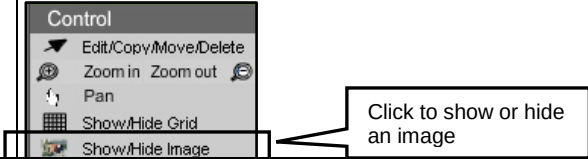
Controls (continued)

Control	Function
Edit/copy/move/delete	Use this function to edit, copy, move or delete the following objects: - drawing tool items - drawing symbols - equipment To select an object, ensure you click on the Edit/Copy/Move/Delete function in the control panel first and then hover over the object until the cursor changes to a hand icon. When the hand icon is visible, click object to display a properties box containing various options: - Delete – press either the delete key on the keyboard or click delete in the properties box to permanently delete - Copy – click the Copy button in the properties box to copy an item. A ghost image will appear. Position the cursor where you want to copy the object to and click to place. Hit Esc to stop the copy function - Resize object – change the dimensions of the item in the properties box and then click Resize Note: If the Properties box obscures your design, place the cursor over the grey band at the top of the box until the hand icon appears and drag the box out of the way. The following options are also available when an object has been selected: - Move – drag object around the drawing canvas - Rotate – click on the red circle and while keeping the mouse button pressed down, move the mouse up, down, left or right to rotate object  Note: For Lines and PolyLines, red dots will appear at the end points of each line when you click to edit. - Hover over the red dot until hand icon appears - Click, release and then click again in the desired position to lengthen, shorten or change the direction of the line.

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Drawing with the Planner continued

Controls (continued)

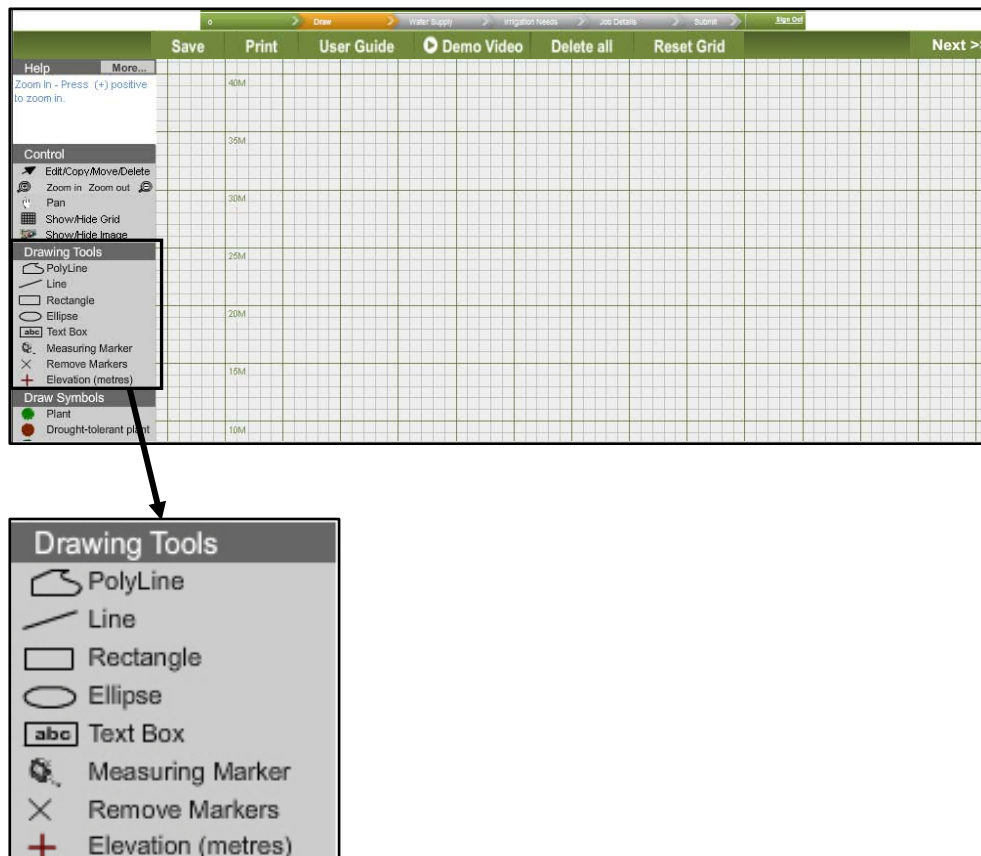
Control	Function
Zoom	Zoom allows you to increase or decrease the magnification of your drawing canvas. To zoom: - Click on Zoom in to increase the magnification - Click on Zoom out to decrease the magnification - Use the scroll wheel on your mouse (if available) to increase or decrease magnification - scroll up to zoom in, scroll down to zoom out 
Pan	Pan allows you to move the drawing canvas. This is useful when: - Your plan is larger than the visible area of the drawing canvas - You have zoomed in and want to view other sections not visible at the current magnification Click on the Pan function in the Control panel and then hold the mouse button down at the point you want to move the drawing canvas from. Move the mouse left, right, up and down to drag the drawing canvas within the screen. Esc or click on another function to release. 
Show/Hide Grid	Click on Show/Hide Grid in the Control Panel to either show or hide the grid on the drawing canvas. 
Show/Hide Image	Click Show/Hide Image in the Control Panel to show or hide an image. 

continued on next page

Drawing with the Planner continued

Drawing Tools There are a number of drawing tools available to you. These drawing tools are located in the control panel on the left hand side of the planner screen.

Details of each function are listed in the table below.



Tool	Function
PolyLine	Allows you to draw organic shapes, (e.g. curved garden bed) by drawing a continuous line made up of one or more line segments. Tip: To achieve a more natural curved line, draw a series of shorter lines close together.
Line	Used to draw specific, straight, single lines such as fence lines or building lines.
Rectangle	Used to draw rectangular shapes such as garden beds or buildings.
Ellipse	Used to draw ellipses or circles. Useful for ponds, ovals, etc.
Text Box	Used to add information important to the plan or to label parts of the drawing, such as houses, driveways or turf.
Hint:	Use the Edit/Copy/Move/Delete control described in Controls to resize and edit objects drawn with the above tools if the objects have not been drawn to the desired size in the first attempt.

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Drawing with the Planner continued

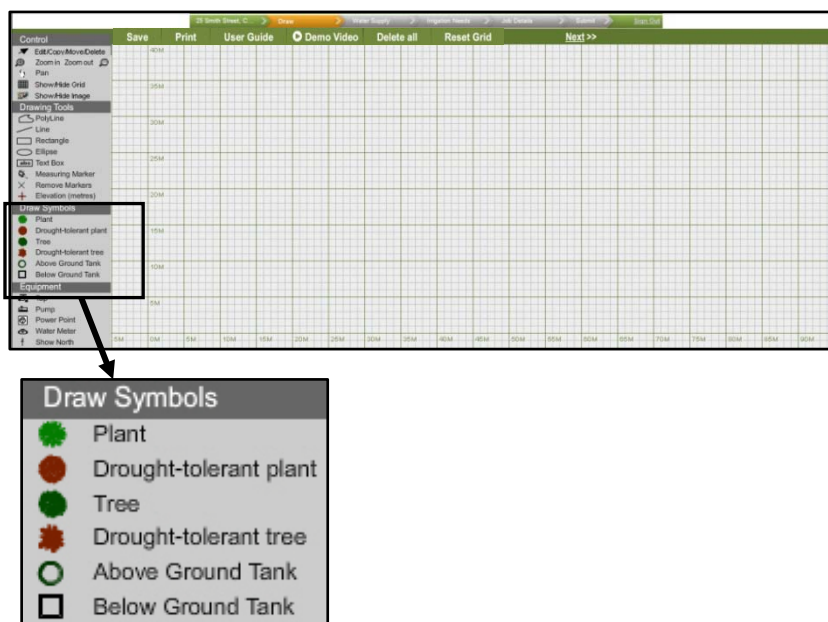
Drawing Tools (continued)

Tool	Function
Measuring Marker	Measuring Markers aid the user with difficult angles, such as boundaries and title blocks. The tool is illustrated as a tape measure in the Drawing tools panel. It will display as a purple X marker point on the drawing canvas. To use Measuring Markers, click on the drawing canvas from a fixed structure and move the mouse cursor outwards. Angle, length, width and height dimensions will be displayed. This assists in later joining up the points using the Polyline or line Drawing tools.
Remove Markers	The Remove Markers function is used to remove the X Measuring Marker points from the canvas once the boundary has been drawn.
Elevation	The Elevation tool is used to indicate the elevation of a given area on the drawing canvas. After clicking on the Elevation tool in the Drawing tools panel, click on the area you want to indicate as elevated. The area will be marked with a black cross with an adjoining text box. Type the elevation in metres in the text box.

Drawing Symbols

There are a number of drawing symbols available to create your plan. These are located in the Draw Symbols panel on the left hand side of the planner.

Examples of plants or situations you would use each symbol for are listed in the table below.



continued on next page

Drawing with the Planner continued

Drawing Symbols (continued)

Plant	Examples of standard plants include: • Fucshias • Bird's Nest Ferns • Rough Tree Ferns • Hydrangeas • Iris ensata • Rhododendrons • Impatiens
Drought-tolerant plant	Examples of drought-tolerant plants include: • French and English Lavender • Coast Rosemary • Bird of Paradise • Hedge Saltbush • Ice Plants • Photinia • Dietes grandiflora • Bottlebursh
Tree	Examples of standard trees include: • Japanese Flowering • Maples • Birch • Silver Elms • Camellia Sansanqua • Lemon Trees
Drought-tolerant tree	Examples of drought-tolerant trees include: • Bougainvillea • Acacia • Banksia • Eucalyptus • Melaleuca • Claret Ash • Callistemon
Above Ground Tank	This symbol can be used to show an existing above ground tank or one that you wish to be quoted by the Design Team
Below Ground Tank	This symbol can be used to show an existing below ground tank or one that you wish to be quoted by the Design Team
Lawn Areas	There is no symbol for lawn areas. The best way to create lawn areas is to draw in the lawn area with one of the drawing tools (i.e. rectangle, ellipse or polyline) and to label it as a lawn area using a text box

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Drawing with the Planner continued

How to Draw with Drawing Tools and Symbols

Most of the On Line Planner drawing tools and symbols described in the Drawing Tools and Drawing Symbols sections above are used in the same way.

The following instructions describe how to use these tools:

Step	Action
1.	To begin the shape click on the desired starting point of the drawing canvas
2.	First release the click and then move the mouse up, down, left or right to create the shape and size of the object being drawn Note: As you draw an object, the object dimensions are displayed in an orange box.
3.	Click on the canvas again to finish drawing the object
4.	Use the Edit/Copy/Move/Delete function described in Controls to edit a shape once it has been drawn
Note:	For the PolyLine Tool: • Begin the shape by clicking on the desired starting point • Release the click and move the mouse in the desired direction • Click at the end of each line segment to draw the line segment to that point • Press Esc or quick double-click to finish the shape

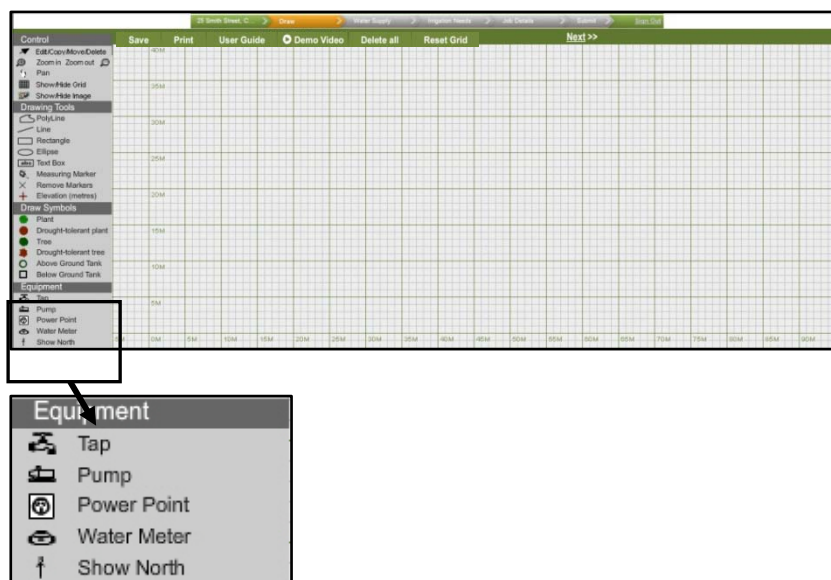
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Drawing with the Planner continued

Drawing Equipment

Indicating the location of major equipment tells the Design team specific information about the property with particular reference to the layout of key criteria, such as water supply points (i.e. Mains water meter and tap locations).

The equipment symbols are located in the Equipment panel on the left hand side of the planner.



The following equipment can be indicated on your plan:

- Tap
- Pump
- Power Point
- Water Meter
- Show North – This symbol has been added to assist in determining any potential areas requiring either additional shading or watering

To following instructions describe how to draw equipment on the drawing canvas.

Step	Action
1.	Click on the desired equipment.
2.	When hovering over the drawing canvas a cross will appear. When this cross is in the desired location, click to place the equipment symbol.
3.	To place multiple equipment symbols, re-select the symbol from the menu for each placement required.
Note	Refer to the Controls section for details on how to copy, resize or rotate the equipment.

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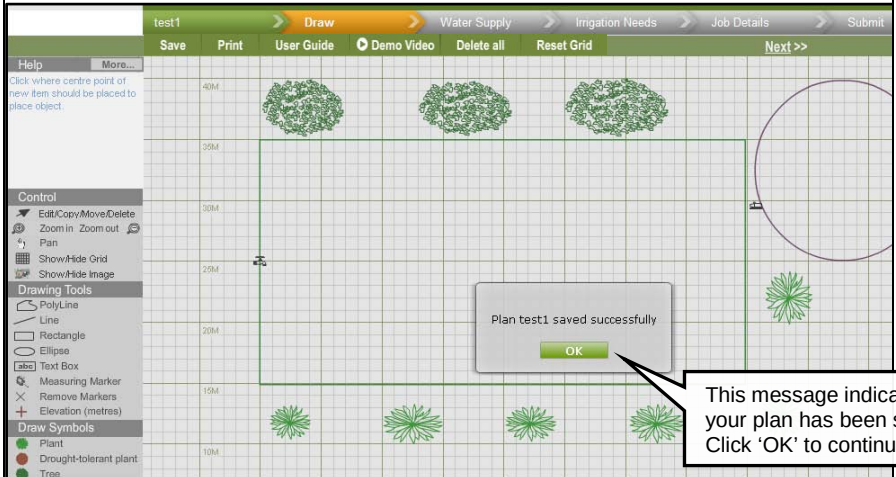
Drawing with the Planner continued

Save Function

The Save function saves your current plan into the My Projects page for future reference. This is useful if:

- You don't have time to complete the plan in one sitting
- You need to gather additional information before you can complete the plan.

To save a plan follow the instructions below:

Step	Action
1.	Click Save above the drawing canvas. 
2.	If not yet signed in, you will be prompted to do so.
3.	If already signed in, the plan will be saved. This will be indicated on screen • Click OK to continue and return to the drawing canvas 

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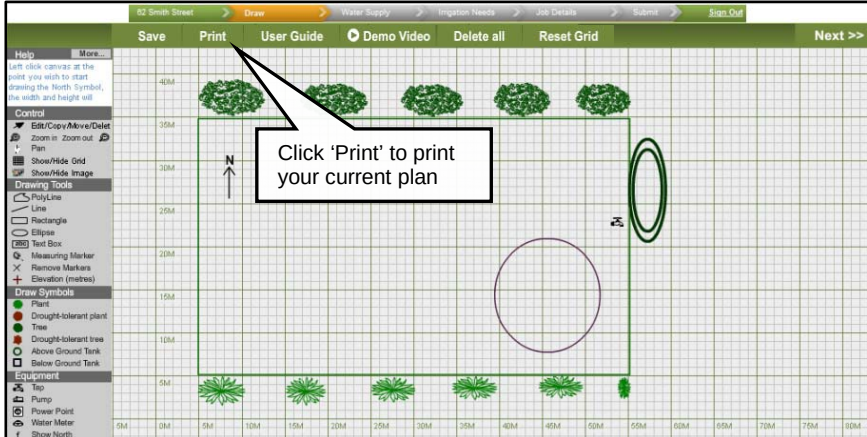
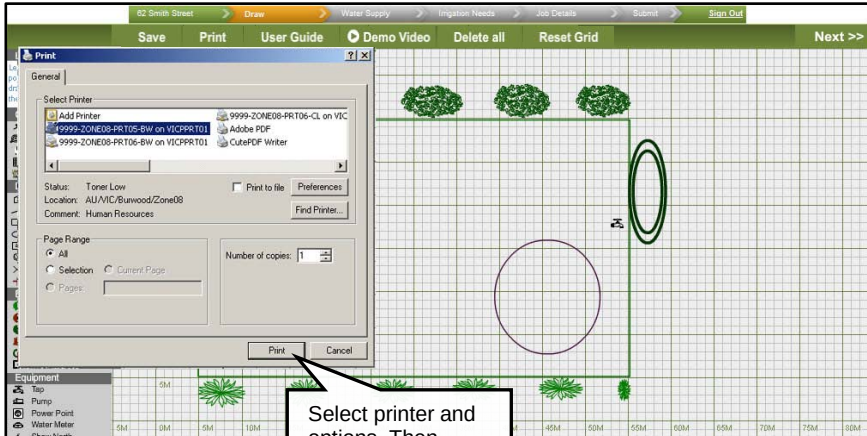
Drawing with the Planner continued

Print

The print function will print the drawing to the user's current default printer. It will also scale the drawing automatically to fit the paper size and orientation (i.e. portrait or landscape).

Note: Different orientations may give better results.

To print a plan follow the instructions below:

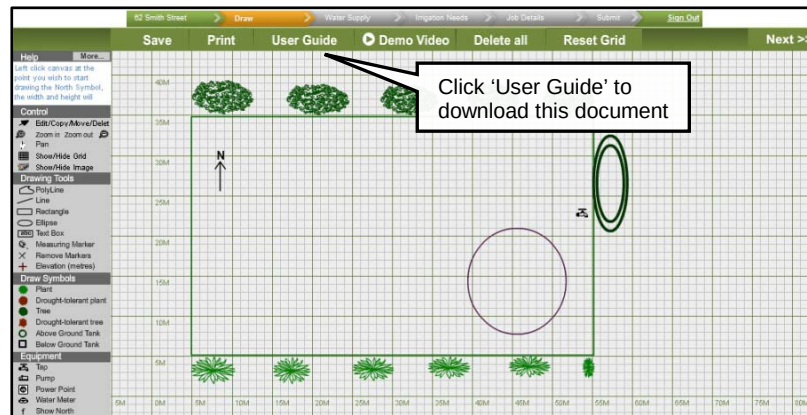
Step	Action
1.	Click Print above the drawing canvas 
2.	A window will open with the printer details - Select the printer - Click Preferences to alter paper orientation if required - Click Print to print 

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Drawing with the Planner continued

User Guide

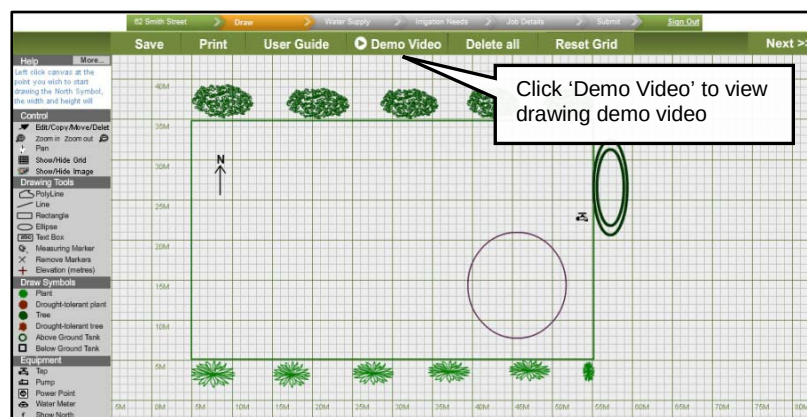
Click on **User Guide** to download this Irrigation Planner User Guide containing instructions on how to use the On Line Irrigation Planner.



Note: The User Guide is also accessible from the Irrigation Planner home page.

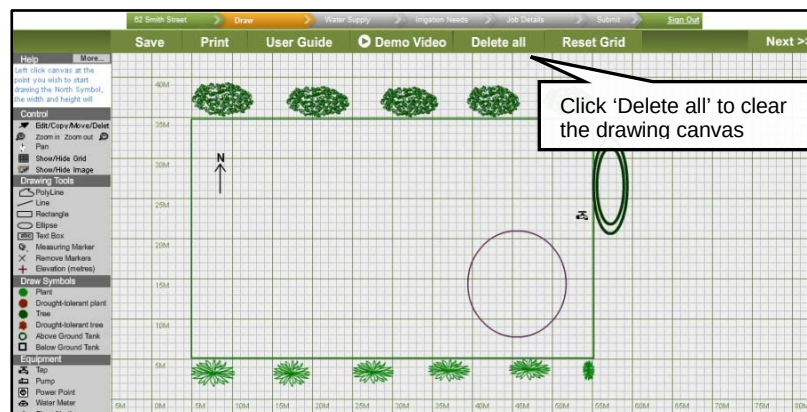
Demo Video

Click on **Demo Video** to view a demonstration video of the drawing tools.



Delete All

Click **Delete All** above the drawing canvas to delete everything.

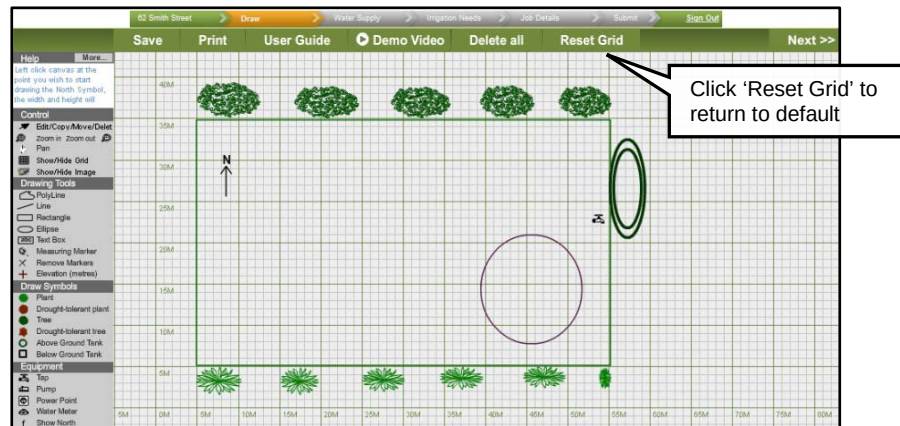


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Drawing with the Planner continued

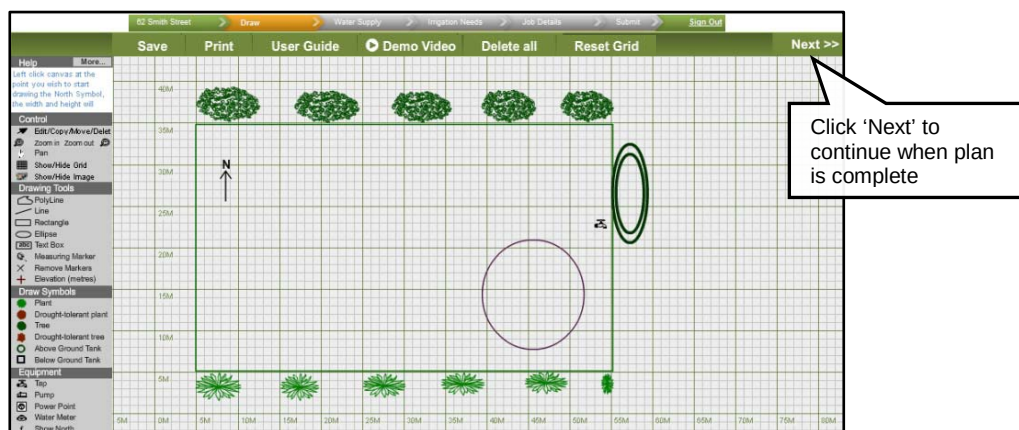
Reset Grid

Click **Reset Grid** to return to the default magnification and placement of the drawing canvas.



Next

When happy with the plan, click **Next** to continue. The plan will automatically be saved and the user will be taken to the Questionnaire. This must be completed before the plan can be submitted.



Note: Read the Questionnaire section for how to complete the questionnaire.

continued on next page

Drawing with the Planner continued

Preview and Submit

Once the questionnaire is complete, the user will be taken to the **Preview and Submit** screen where the plan and the details entered in the questionnaire can be viewed.

From this page the user can:

- Edit any details
- Print the plan and job details for your records
- Submit the plan
- Go to the My Projects page
- Read and accept the terms and conditions

Preview and Submit

You're finished. Congratulations. Just check over your plan and details below, click submit and we'll take it from there. If you'd like to make any changes you can select a page to edit and update those details you wish.

Site Drawing [Edit Drawing](#)

Plan & Job Details

Water Supply	Job Details	Irrigation Needs
Water Source: Main	What's your job: Landscaped back yard in u...	Tapping: Don't know
Main Size: 20mm Meter	questionnaire log	Backflow Prevention Device: Don't know
Main Pipe Type: Poly	Bay Street, Girwood VIC	Mainline Pipe: Don't know
Flow Test Time: Not specified	Sandy	Sprinkler Pipe: Don't know
	High wind state	Drip Submain Pipe: Don't know
	Not specified	Control Valves: Don't know
		Preferred Control Valve: Not specified
		Control Valve Location: Don't know
		Sprinklers & Risers: Don't know
		Preferred Sprinkler Model: Not specified
		Drip Irrigation: Don't know
		Preferred Drip Irrigation: Not specified
		Pop-up Sprinklers: Don't know
		Preferred Pop-up Sprinkler: Not specified
		Control Equipment: Don't know
		Preferred Control Unit Model: Not specified

[Print](#) [Edit](#) [Edit](#)

☒ I Accept the Terms of the Reece Irrigation Planner Disclaimer

[Submit](#) [My Projects Page](#)

What's Next?

You can delay submitting your request to enable us to check something by clicking My log in at a later time and you will be taken to the My Projects page

We'll begin work on a quote for the job. This normally takes 3 working longer we'll let you know as soon as we can.

the status of your plan on the My Projects page. You'll see the My Projects page when you submit the plan.

Click 'Edit' to edit details

Click 'Print' to print plan and job details

Click 'Terms and Conditions' to read them and then click the box to accept

Click 'Submit' to submit the plan

Click 'My Projects Page' to save project and return to it later

Questionnaire

Introduction

Prior to submitting a plan, users are required to complete a questionnaire. This ensures the Design Team can prepare the best plan and quotation possible. You will be asked about:

- Water supply
- Irrigation needs
- Job details

Users will be taken to the questionnaire after:

- Clicking on **Next** after completing a plan from scratch
- Clicking on **Go** after naming a completed plan
- Clicking on **Next** after completing a plan based on an existing image

On completion of each questionnaire page click **Next** to continue to the next page.

Plan Details - Water Supply

Complete the questionnaire

The following pages capture information about your Irrigation requirements. It doesn't take long, and we've indicated the information we have to get with the green bar:

Required information

Select an Irrigation Water Source [info](#)

☒ Bore Water
☐ Dam
☐ Grey Water
☒ Mains
☐ Rainwater
☐ Recycled Water
☐ River

Mains Water [info](#)

40mm Meter

Water Metre Pipe Type [info](#)

Don't know

Pump [info](#)

☐ Required
☐ Existing

Next

Missed the instructions?
This questionnaire uses information collected earlier using our handy instruction sheet. If you have missed this step please download here

Click 'Next' to continue at the end of each page

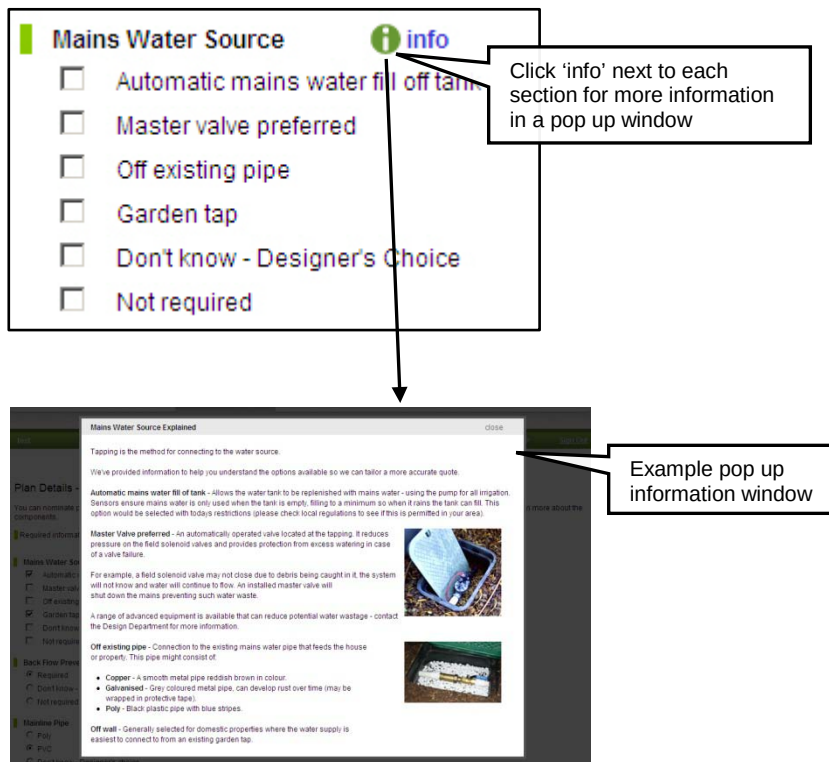
Note: If there are any compulsory fields which have not been completed, the user will be prompted to complete these before it is possible to continue.

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Questionnaire continued

On Line Information

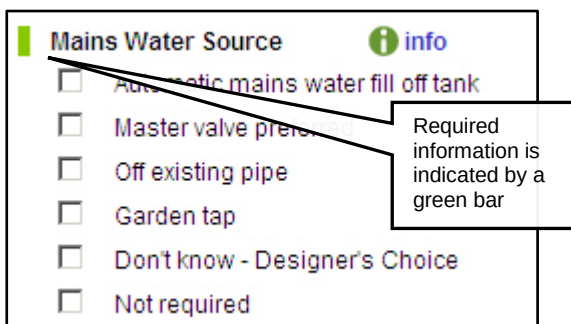
There is on line information available in the questionnaire. To access this information click on the **info** button next to each section. This will open a pop up window with more information to help you with selections.



Required Information

There is some required information that the Design Team needs in order to supply the user with the best plan for the situation. The user will be unable to continue through the questionnaire and submit the plan unless the required information is provided.

Required information is indicated with a green bar to the left of the section.



Note: Users may select more than one response for some questions. Others will restrict users to one answer only.

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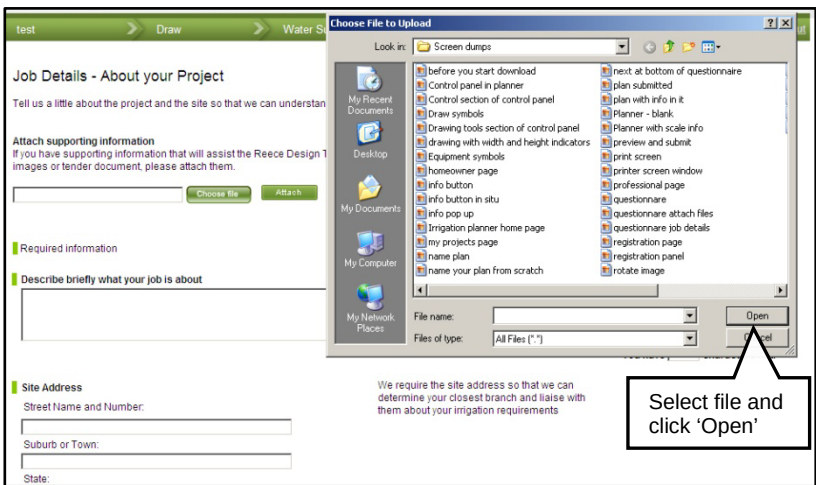
Questionnaire continued

Attach Files

The user may attach supporting information for projects to assist the Design Team to provide a more accurate quotation and plan. This may include documents such as:

- Specifications
- Images
- Photos
- Tender documents

To attach a file:

Step	Action
1.	Click on Choose file under Attach supporting information. This will open a Windows box where you can select your file. Please note: There is a 5mb size limit for uploaded files. 
2.	Select the file to upload and then click Open. 
3.	Click Attach to upload the file once the chosen file appears in the text box. 

continued on next page

Questionnaire continued

Attach Files (continued)

Step	Action
4.	Once successfully uploaded, the file will appear on screen. Note: To delete a file, click the red minus symbol next to the file name.

Describe What Your Job is About

This section requires the user to describe the job and any information that might be relevant. This may include:

- General overview of the project
 - Timelines or timeframes for completion. I.e. tender deadlines, timeline to get a quote to your client, etc.
 - Additional information on plant types to assist with selection of water requirements
 - Any technical questions you need answered before proceeding to a quotation
-

My Projects

Introduction

The My Projects page is where users are able to:

- Update details
- View and track the progress of current jobs
- Click to start a new project

My Details

You can update details on line from your My Projects page. Simply type new details in the text boxes and then click **Update Details** to save them.

Irrigation Planner Sign Out

My Projects Start New Project

PROJECTS You have a total of [2] project(s)

Projects Not Submitted [1]

Smith Street Open delete

Started: 25/02/2010

Need help? [Email the Irrigation team](#)

Projects Submitted [1]

Bay Street Open delete

Submitted: 25/02/2010
Quotation Due: 03/03/2010

Need help? [Email the Irrigation Team](#)

My Details Change Password

Username: test1@reece.com.au
Contact Name: Laurene
Address: Bay Street
Suburb: Elwood
State: VIC
Daytime Contact:
Fax:

Update Details

##Debug##
Home: ☐ Prof: ☐

Change any details in the text boxes and then click 'Update Details' to save

Tracking Projects

Under the projects section of My Projects the user can:

- View quotations and all associated details, including:
 - The date the project was submitted
 - The quotation due date
- Open a previously saved project and continue working on it
 - These projects are located under **Projects not Submitted**. The number in brackets indicates the number of projects not yet submitted
- View the progress of your submitted jobs
 - These are located under **Projects Submitted**. The number indicates how many jobs have been submitted

Irrigation Planner Sign Out

My Projects Start New Project

PROJECTS You have a total of [2] project(s)

Projects Not Submitted [1]

Smith Street Open delete

Started: 25/02/2010

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Projects Submitted [1]

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My Details Change Password

Username: test1@reece.com.au
Contact Name: Laurene
Address: Bay Street
Suburb: Elwood
State: VIC
Daytime Contact:
Fax:

Update Details

##Debug##
Home: ☐ Prof: ☐

Track Projects here

continued on next page

My Projects continued

Need Help?

If help is required with any aspect of the projects, the user can email the Irrigation Team via the links at the bottom of each project.

The screenshot displays the 'Irrigation Planner' web application interface. At the top, there is a green header bar with the title 'Irrigation Planner' and a 'Sign Out' link. Below the header, the main content area is divided into two columns. The left column, titled 'My Projects', features a 'Start New Project' button and a summary of projects. It lists two projects: 'Smith Street' (under 'Projects Not Submitted [1]') and 'Bay Street' (under 'Projects Submitted [1]'). Each project entry includes details like 'Submitted' or 'Quotation Due' dates and a 'Need help?' link that says 'Email the Irrigation Team'. The right column, titled 'My Details', contains a 'Change Password' link and a form for user information. The form fields include Username (test1@reece.com.au), Contact Name (Laurenne), Address (Bay Street), Suburb (Elwood), State (VIC), Daytime Contact, and Fax. An 'Update Details' button is located below the form. A callout box with a pointer to the 'Email the Irrigation Team' link for the 'Bay Street' project contains the text: 'For help, click on the link to email the Irrigation Team'. A 'submit' button is visible at the bottom of the page.

Irrigation Planner Sign Out

My Projects Start New Project

PROJECTS You have a total of **2** project(s)

Projects Not Submitted [1]

Smith Street Open Delete

Started: 25/02/2010

Need help? [Email the Irrigation Team](#)

Projects Submitted [1]

Bay Street Open Delete

Submitted: 25/02/2010
Quotation Due: 03/03/2010

Need help? [Email the Irrigation Team](#)

My Details Change Password

Username: test1@reece.com.au
Contact Name: Laurenne
Address: Bay Street
Suburb: Elwood
State: VIC
Daytime Contact:
Fax:
Update Details

submit

For help, click on the link to email the Irrigation Team

What Happens After I Submit My Plan?

Introduction After submitting a plan the user will receive a quotation. Once accepted, the Design Team can complete your final Irrigation Plan.

Quote Letter Upon completion of a preliminary design, the Irrigation Design Team will send the user a quotation via email. The quotation letter will:

- Confirm the project name
- Outline the type of system being quoted
- Describe the main components that make up the irrigation system based on the questionnaire information
- Include associated pricing

To discuss the quote with Reece Irrigation, the user should contact the closest branch as outlined in the quote letter. If the user is a Reece account holder, they can also contact their home Branch.

Response Timeline After submitting a plan, the project will be placed in a job queue. This automatically allocates a five (5) working day turnaround time.

Should a faster turnaround time be required, the user should contact the Design Team to discuss dates in order to ensure time requirements are met.

In the event that we are unable to complete a quotation within the 5 day turnaround, we will call users to inform them of this. Dates on the user's My Projects page will also be updated to keep users informed at all times.

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What Happens After I Submit My Plan? continued

Accepting Your Quote

After receiving the quotation letter the user is able to accept the quotation:

- On line via the My Projects page.
- Via email at: irrigation.design@reece.com.au
- In person or by phone at the user's local Reece Irrigation Branch. The staff will contact the Design Team on the user's behalf

Accepting the quotation lets the Design Team know that the user is willing to proceed to the next phase of the project where the Design Team will prepare a final irrigation layout.

To accept the quote click **Yes** next to **Accept Quote**. The project will then display under Quotes Accepted.

The screenshot shows the 'Irrigation Planner' web interface. At the top, a green banner states 'Plan submitted Successfully - you can track it's progress below.' Below this, the 'My Projects' section is visible, showing a list of projects. The 'Projects Submitted' section lists '82 Smith Street' with a submission date of 30/03/2010 and a quote expiration date of 28/04/2010. A callout box with an arrow points to the 'Yes' button next to the 'Accept Quote?' label for this project, with the text 'Click 'Yes' to accept quote'. The 'My Details' section on the right shows user information for 'laurence.diallo@reece.com.au' and a 'Update Details' button.

Completion of the Final Irrigation Plan

Once the user accepts the quotation, the Design Team will prepare a final Irrigation Plan. In most cases plans are completed within 5 working days. If this turnaround doesn't meet the user's needs, let us know and we will work to the user's schedule.

On completion of the final Irrigation Plan the Design Team will send it to the user via the closest Irrigation Branch, or if the user has a Reece Trade Account, via their Home Branch. The Branch will contact the user to either arrange for pickup of the goods or delivery to the site.

Frequently Asked Questions

What Do I Do if I Need Help?

If you have any questions about your project you can email the Irrigation Team via your My Projects page. Click on **Email the Irrigation Team**.

The screenshot shows the 'Irrigation Planner' interface. On the left, under 'My Projects', there are two sections: 'Projects Not Submitted (2)' and 'Projects Submitted (1)'. The first project, 'Browns Rd', has a 'Need Help?' link that says 'Email the Irrigation Team'. A callout box with an arrow points to this link, containing the text: 'Click 'Email the irrigation team' if you need help'. On the right, there is a 'My Details' section with fields for Username, Contact Name, Address, Suburb, State, Daytime Contact, and Fax. A 'Sign Out' link is in the top right corner, and an 'Update Details' button is at the bottom of the details section.

How Much Does the Service Cost?

Reece Irrigation offers free quotes for any submitted inquiry. Pricing will be sent to the user in the form of a descriptive letter.

What Qualifications are Held by the Designers?

Reece Irrigation designers hold a number of degrees and certificates between them. These include:

- Degree of Horticulture
- Certificate of Horticulture
- Certified Irrigation Designer through the Irrigation Association of Australia.

In addition to a wealth of knowledge gained from industry experience, the Design Team also receives ongoing training from manufacturers.

Does Reece Install too?

Reece Irrigation is a Supplier of goods to the Irrigation industry. Reece does not install. If the user requires installation by a professional contractor, they can visit one of our Reece Irrigation Branches to access a list of local Irrigation contractors who are able to install the proposed system.

Can I Get My Plans Before Proceeding?

The user will receive a detailed quote letter explaining what will be included and where possible, a “snap-shot” or preliminary design. Should the user require a completed irrigation design prior to purchasing the materials, they should contact the Irrigation Team. Pricing for our Irrigation Consultancy service will be calculated for purchase of the plans prior to supply or installation.

What if I don't have a close Irrigation Branch?

No problem. The Irrigation Design Team can coordinate with the Reece network to ensure the user's materials can be picked up or delivered from the closest Reece Branch.